

At **Timeline to Success**, we are committed to protecting your privacy and ensuring a safe online experience for all of our clients and website visitors. This Privacy Statement explains how we collect, use, and safeguard your personal information when you visit [www.timelinetosuccess.com](http://www.timelinetosuccess.com), use our services, or communicate with us. Please read this Privacy Statement carefully to understand how your data is handled.

## 1. Information We Collect

We may collect the following types of information from you:

- **Personal Information:** When you use our services, such as booking a tutoring session or signing up for our newsletter, we may collect personal details including your name, email address, phone number, billing information, and any other relevant information you provide.
- **Usage Data:** We may collect non-personal data about how you interact with our website, such as the pages you visit, the time spent on each page, and your browsing activity. This helps us improve the functionality and content of our site.
- **Cookies:** Our website uses cookies to enhance your user experience, track website activity, and retain your preferences. You can control cookie settings via your browser, but please note that some features of our website may not function properly without cookies.

## 2. How We Use Your Information

We use the information we collect for the following purposes:

- **Providing Services:** To deliver our tutoring services, process bookings, and handle payments.
- **Communication:** To respond to your inquiries, confirm appointments, or send you relevant service updates, newsletters, and marketing information (with your consent).
- **Website Improvement:** To analyze and improve the functionality of our website and better understand user preferences and trends.
- **Legal Compliance:** To comply with applicable laws, regulations, or legal obligations.

### 3. How We Protect Your Information

We take your privacy seriously and implement reasonable measures to protect your personal data. This includes encryption, secure payment methods, and regular security audits. However, while we strive to maintain the highest security standards, no method of transmission or electronic storage is 100% secure, and we cannot guarantee the complete security of your personal information.

### 4. Sharing Your Information

We do not sell, rent, or trade your personal information. However, we may share your data in the following situations:

- **Service Providers:** We may share your information with third-party service providers who assist us in running our business (e.g., payment processors, email marketing services). These providers are obligated to keep your data confidential and use it solely for the purposes outlined by us.
- **Legal Obligations:** We may disclose your information if required by law, court order, or governmental authorities.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, your personal data may be transferred as part of that transaction.

### 5. Your Rights and Choices

You have several rights regarding your personal data:

- **Access:** You can request a copy of the personal information we hold about you.
- **Correction:** You can request updates or corrections to any inaccurate or incomplete information.
- **Deletion:** You can request the deletion of your personal data, subject to certain legal exceptions.
- **Opt-Out:** You may choose to opt out of receiving promotional communications from us at any time by following the "unsubscribe" link in our emails or contacting us directly.

To exercise any of these rights, please contact us at [support@timelinetosuccess.com](mailto:support@timelinetosuccess.com).

## 6. Third-Party Links

Our website may contain links to other websites, such as social media platforms or external services. Please be aware that this Privacy Statement only applies to [www.timelinetosuccess.com](http://www.timelinetosuccess.com). We are not responsible for the privacy practices of third-party sites, and we encourage you to review their privacy policies before providing any personal information.

## 7. Children's Privacy

**Timeline to Success** does not knowingly collect or solicit personal information from individuals under the age of 13. If we become aware that we have inadvertently collected personal data from a child under the age of 13, we will take steps to delete that information as quickly as possible.

## 8. Changes to This Privacy Statement

We may update this Privacy Statement from time to time to reflect changes in our practices or legal requirements. Any updates will be posted on this page with the updated effective date. We encourage you to periodically review this Privacy Statement to stay informed about how we are protecting your information.

**Effective Date:** January 2025

If you have any questions or concerns about our privacy practices, please contact us at:

**Email:** [support@timelinetosuccess.com](mailto:support@timelinetosuccess.com)

**Phone:** (301)-778-7474

**Website:** [www.timelinetosuccess.com](http://www.timelinetosuccess.com)