

GUIDED LIGHT CONSULTING

hello@guidedlightconsulting.com | guidedlightconsulting.com

WEBSITE PRIVACY POLICY

Effective Date: March 2026 | Last Updated: March 2026

Guided Light Consulting ("we," "us," or "our") operates guidedlightconsulting.com (the "Site"). This Privacy Policy explains how we collect, use, and protect information when you visit our Site or contact us through it. By using this Site, you agree to the practices described below.

1. INFORMATION WE COLLECT

We may collect the following types of information:

Information You Provide Directly

- Your name, email address, and phone number when you submit a contact form or book a consultation
- Any information you share in messages, emails, or intake forms

Information Collected Automatically

- Basic website usage data such as pages visited, time on site, and referring URLs
- Device and browser type
- IP address (collected by our hosting and scheduling tools)

Third-Party Tools

Our Site uses the following third-party services that may collect data on our behalf:

- Carrd (website hosting) — collects standard server logs
- Calendly (appointment scheduling) — collects name, email, and scheduling preferences when you book a call
- Google Forms (client intake) — collects information you submit in intake surveys

Each of these services has its own privacy policy. We encourage you to review them.

2. HOW WE USE YOUR INFORMATION

We use the information we collect to:

- Respond to your inquiries and schedule consultations
- Provide consulting services you have requested
- Send relevant follow-up communications about your project or engagement
- Improve our website and services
- Comply with applicable legal obligations

We do not sell, rent, or trade your personal information to third parties. We do not use your information for advertising purposes.

3. HOW WE PROTECT YOUR INFORMATION

We take reasonable precautions to protect your information from unauthorized access, disclosure, or misuse. This includes:

- Using secure, reputable third-party platforms (Calendly, Google, Carrd)
- Limiting access to client information to only those necessary to deliver services
- Communicating via professional email (hello@guidedlightconsulting.com)

No method of data transmission or storage is 100% secure. While we take your privacy seriously, we cannot guarantee absolute security.

4. COOKIES

Our Site may use basic cookies or similar technologies through our hosting platform (Carrd) to enable site functionality. We do not use tracking cookies for advertising or remarketing purposes.

You can adjust your browser settings to refuse cookies, though some parts of the Site may not function properly as a result.

5. THIRD-PARTY LINKS

Our Site may contain links to external websites (such as Calendly or other resources). We are not responsible for the privacy practices or content of those sites. We encourage you to review the privacy policies of any third-party site you visit.

6. CHILDREN'S PRIVACY

Our Site is not directed at children under the age of 13. We do not knowingly collect personal information from children. If you believe a child has submitted information through our Site, please contact us and we will promptly delete it.

7. YOUR RIGHTS

You have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate information
- Request deletion of your information (where we are not legally required to retain it)
- Opt out of future communications from us at any time

To exercise any of these rights, contact us at hello@guidedlightconsulting.com. We will respond within 30 days.

8. DATA RETENTION

We retain client and contact information for as long as necessary to deliver services and comply with legal obligations, or until you request deletion. Inquiry and scheduling data is typically retained for up to 2 years.

9. CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. When we do, we will update the "Last Updated" date at the top of this page. Continued use of the Site after changes constitutes your acceptance of the updated policy.

10. CONTACT US

If you have any questions about this Privacy Policy or how your information is handled, please contact us:

Guided Light Consulting

Email: hello@guidedlightconsulting.com

Website: guidedlightconsulting.com
