

## Privacy Policy

This Privacy Policy sets out the obligations of Finding Your Summit (“FYS”) and the basis upon which FYS shall retain, review and destroy data held by FYS, or within FYS’s custody or control.

This policy applies to the entire organization including FYS officers, employees, agents and sub-contractors and sets out what the retention periods are and when any such data may be deleted.

## Objectives

It is necessary to retain and process certain information to enable our business to operate. We may store data in the following places:

- our own servers;
- any third party servers;
- potential email accounts;
- desktops;
- potential backup storage; and/or
- our paper files.

This policy applies equally to paper, electronic media and any other method used to store personal data. The period of retention only commences when the record is closed.

We are bound by various obligations under the law in relation to this and therefore, to comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully in respect of their personal data, in particular, if any goods or services are offered to European Union (“EU”) based individuals or entities (free or paid) the Personal Data collected will be governed under the General Data Protection Regulation (“the GDPR”). This section of our Privacy Policy applies to users of our platform in the EU. We would like to inform you about your GDPR rights and how we safeguard them.

- a. Your GDPR rights to be informed, to access, rectify, erase or restrict the processing of your personal information. FYS’s Privacy Policy enumerates the types of persona (and other) data we collect about our users. You have the right to obtain free information about what personal data we have obtained about you, where it is stored, for how long, for what purpose it is used, and to whom it was disclosed. You have the right to have FYS, without undue delay, rectify inaccurate personal data concerning you. That means that you can request FYS changes your personal data in our records, or have your incomplete data completed. You have the “right to be forgotten” i.e. to have FYS delete your personal information, without undue delay, if the data is no longer necessary in relation to the purposes for which it was collected. The GDPR, however, gives FYS the right to refuse erasure if FYS can demonstrate compelling legitimate grounds for keeping it.
- b. GDPR gives you the right to restrict processing if any of the following applies:
  - i. If you contest the accuracy of your personal data, FYS will restrict processing it for a period enabling us to verify its accuracy.
  - ii. The processing is unlawful and you oppose its erasure and request instead its restriction of use.
  - iii. FYS no longer needs your personal data for the purposes of processing, but you require FYS to restrict processing for the establishment, exercise or defense of legal claims.
  - iv. You have objected to processing in accordance with Article 21(1) of the GDPR pending the verification whether FYS’s legitimate grounds override yours.
- c. Right to data portability. Upon request, FYS will provide you your personal data in the possession of FYS, in a structured, commonly used and machine-readable format. You have the right to transmit that data to another controller if doing so does not adversely affect the rights and freedoms of others.

- d. Right to object. You can object, on grounds relating to your particular situation, at any time, to processing of your personal information, if based on point (e) or (f) of Article 6(1) of the GDPR. FYS will stop processing, unless it can demonstrate compelling legitimate grounds for the processing. If you object to the processing for direct marketing purposes, FYS will stop processing for these purposes.
- e. Right to withdraw consent. GDPR grants you the right to withdraw your earlier consent, if any, to processing of your personal data at any time.
- f. Rights related to automated decision making. As a responsible business, FYS does not rely upon automated decision making, such as profiling.

### **How Can A User Exercise GDPR Rights?**

If you need to contact FYS to exercise or discuss any of your GDPR rights under this Privacy Policy, you may contact our technical support at [support@findingyoursummit.com](mailto:support@findingyoursummit.com).

GDPR defines “personal data” as any information relating to an identified or identifiable natural person (a data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

In summary, the GDPR states that all personal data shall be:

1. processed lawfully, fairly, and in a transparent manner in relation to the data subject;
2. collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay or erased upon the request of the data subject, as that term is defined in the GDPR.;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organizational measures required by the GDPR in order to safeguard the rights and freedoms of the data subject;
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

With this in mind, this policy should be read in conjunction with our other policies which are relevant such as our data protection policy and IT security policy (a copy of which can be found at this [link](#)).

### **Security and Storage**

All data and records are stored securely to avoid misuse or loss. We will process all personal data we hold in

accordance with our IT Security Policy.

We have put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Except as set forth above, personal data will only be transferred to a data processor if there is agreement by them to comply with those procedures and policies, or if there are adequate measures in place which meet the criteria as set forth in FYS' IT Policy or the GDPR. We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

1. Confidentiality means that only people who are authorized to use the data can access it.
2. Integrity means that personal data should be accurate and suitable for the purpose for which it is processed.
3. Availability means that authorized users should be able to access the data if they need it for authorized purposes. Personal data will therefore be stored on FYS' central computer system instead of individual PCs.

### **Links**

This site contains links to other sites that provide information that we consider to be interesting. Finding Your Summit, LLC is not responsible for the privacy practices or the content of such websites.

### **Public Discussions**

This site may provide public discussions (e.g., webinars/team huddles) on various business and personal topics. Please note that any information you post in these discussions will become public, so please do not post sensitive information in the public discussions. Whenever you publicly disclose information online, that information could be collected and used by others. We are not responsible for any action or policies of any third parties who collect information that users disclose in any such forums on the website. Mindful Guidance, LLC does not agree or disagree with anything posted on the discussion board. Also, remember that you must comply with our other published policies regarding postings on our public forums.

### **How Can A User Access, Change or Delete Personal Information?**

You may access, correct, update, and/or delete any personally-identifiable information that you submit to the website. You may also unsubscribe from mailing lists or any registrations on the website. To do so, please either follow instructions on the page of the website on which you have provided such information or subscribed or registered or contact us at [support@findingyoursummit.com](mailto:support@findingyoursummit.com).

### **Children's Privacy**

Finding Your Summit, LLC will not intentionally collect any personal information (such as a child's name or email address) from children under the age of 13. If you think that we have collected personal information from a child under the age of 13, please contact us.

### **Changes**

Finding Your Summit, LLC reserves the right to modify this statement at any time. Any changes to this Privacy Policy will be listed in this section, and if such changes are material, a notice will be included on the home page of the website for a period of time. If you have any questions about privacy at any websites operated by Mindful Guidance, LLC or about our website practices, please contact us at [support@findingyoursummit.com](mailto:support@findingyoursummit.com).

### **Retention Policy**

Data retention is defined as the retention of data for a specific period of time and for back up purposes.

Except as set forth above, FYS shall not keep any personal data longer than necessary, but acknowledge that

this will depend on the different types of documents and data that FYS has responsibility for. As such, FY'S general data retention period shall be for a period of 100 years.

From time to time, it may be necessary to retain or access historic personal data under certain circumstances such as if FYS has contractually agreed to do so or if FYS has become involved in unforeseen events like litigation or business disaster recoveries.

#### **Destruction and Disposal**

Upon expiration of FYS retention periods, FYS shall delete confidential or sensitive records categorized as requiring high protection and very high protection, and FYS shall either delete or anonymize less important documents.

FYS' technical support is responsible for the continuing process of identifying the records that have met their required retention period and supervising their destruction. The destruction of confidential, financial, and personnel-related records shall be securely destroyed electronically or by shredding when appropriate.