

## **Privacy Policy**

# We are collecting some personal information from you

For all website visitors, we collect cookies to make using our website easier. Read our Cookie Policy for more details.

If you're a customer, we collect information that will allow us to communicate with you and deliver the HHWW Course to you. We ask for your name, email address, and physical delivery address if necessary. We record the date of your purchase.

If you're an agent, we collect information that will allow us to communicate with you and pay you your commission. We may ask for your name, email address, and phone number.

#### How the data is processed

#### For customers

We store your information in a database that is stored on our local computer in an encrypted format. For customers, we use your:

- name to personalise any printed course books
- email address when we need to communicate with
- delivery address to send the course items to you

If you opted to receive marketing material, updates, or information from us, we will occasionally send you this material via email. If you want us to stop sending these items, let us know via email

(support.HHWW@proton.me)

and we will unsubscribe you but will continue to hold your information.

If you want us to delete your personal information once you receive the course, let us know via email

(support.HHWW@proton.me)

and we will delete it one month after your last monthly subscription payment. We need your information for one month to keep track of your guarantee period.

#### For agents

We use your:

- name to associate sales to you
- email address when we need to communicate with you
- phone number when we need to communicate with you

If you don't want to be an agent any longer and want us to delete your personal information, let us know via email

(support.HHWW@proton.me)

and we will delete it.

#### Who has access to your information

We are a small business, so only my wife and I have access to your information. If you ordered your course through an agent, they would have access to your information. They operate independently, so we don't have any control over how they use your data.

#### How I'm keeping your information safe

Your data is stored in an encrypted format on our local hard drive. This means that nobody can access it without a password. As an added measure, the computer that it is attached to is isolated from the internet by a firewall. Physically, only my wife and I have access to the computer.

We also backup your data onto off-site secure servers after adding a second layer of encryption.

### How long I keep your information

Unless you ask us to delete your information, we keep it for five years to adhere to business record keeping requirements.

If you're a customer and want us to delete your personal information once you receive the course, you can let us know and we will delete it. We will delete it one month after your last subscription payment date. We need to keep it that long so that we can keep track of your guarantee period.

If you're an agent and want us to delete your personal information when you don't want to be an agent, you can let us know and we will delete it.

#### If you have any concerns or questions

Contact me

(mario.HHWW@proton.me)

if you have any concerns or questions about the information that we have about you.