



PRIVACY POLICY

Collection, Use, and Security of Personal Information

1. Manifest Joy Life Guidance, PLLC/DBA Manifest Joy Counseling (MANIFEST JOY) values and respects an individual's right to keep certain Personal Information private. Likewise, MANIFEST JOY values the need to collect and use Personal Information which will enable MANIFEST JOY to effectively deliver its products and services.
2. This Privacy Policy applies to activities of MANIFEST JOY and additionally to persons visiting MANIFEST JOY web sites, signing up for MANIFEST JOY mailings, or entering into transactions with MANIFEST JOY, and covers the collection, use, storage and disclosure of information and data as described in this Privacy Policy.
3. The Privacy Policy does not apply to information that MANIFEST JOY collects on contractors, vendors, or other entities with which MANIFEST JOY does business, although MANIFEST JOY will contractually require them to comply with relevant provisions of the Privacy Policy.

A. MANIFEST JOY's Collection of Personal Information

1. MANIFEST JOY will collect Personal Information on an individual only if the individual provides the information to MANIFEST JOY. MANIFEST JOY also may collect information about a person who has been referred to the website to send them emails regarding MANIFEST JOY's efforts or a person to whom MANIFEST JOY

has been asked to send emails regarding MANIFEST JOY's programs or efforts. If a person engages in services with MANIFEST JOY, MANIFEST JOY may collect sensitive Personal Information such as the client's credit card number, card type, and expiration date and keep a record of the financial transaction.

2. MANIFEST JOY may collect Demographic Information it obtains from individuals and third parties for service provision purposes and to notify persons of MANIFEST JOY news, events, and educational opportunities.
3. MANIFEST JOY may collect Aggregate and Transactional Information and add to its database every time a person visits MANIFEST JOY Web Site. Also, MANIFEST JOY collects Aggregate Information for research purposes.

B. MANIFEST JOY's Use of Personal Information

1. When an individual provides Personal Information to MANIFEST JOY, MANIFEST JOY may use the Personal Information for its service provision, payment, and billing of third parties.
2. MANIFEST JOY uses Transactional Information (i.e. credit card, etc.) for the development or implementation of its programs, products and services. The presumption is that, since Transactional Information is highly proprietary, it will not be disclosed to third parties.
3. MANIFEST JOY will disclose all information as required by law.
4. MANIFEST JOY will make every effort to discontinue the use of an individual's Personal Information as soon as practicable if requested by that individual. MANIFEST JOY may need to retain Information in its archives and records to comply with law, resolve disputes, analyze problems, assist with any investigations and other policies, and take other actions otherwise permitted or required by law.

[Review or request removal of your information](#)

MANIFEST JOY HAS A POLICY TO NEVER RENT OR EXCHANGE ANY NAMES ON OUR PRIVATE FILE.

C. Administrative

1. MANIFEST JOY will take reasonable and appropriate measures to keep Personal Information confidential and in a secure environment, including taking appropriate action in the event of unauthorized disclosure.
2. Access to Personal Information will be restricted to only those personnel with a legitimate business purpose.
3. MANIFEST JOY owns all Personal Information provided to it by individuals and collected in accordance with this Policy.

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