

## PRIVACY POLICY — Cheryl's Courtesy Academy

Last Updated: January 2025

Cheryl's Courtesy Academy ("CCA," "we," "our," or "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, store, and safeguard your personal information when you visit our website or use our services.

### 1. Information We Collect

We may collect the following information:

- Personal Information: Name, email address, phone number, billing information (processed through HoneyBook), participant information, social media handles.
- Automatically Collected Information: IP address, browser type, device information, website usage data, cookies.

### 2. How We Use Your Information

We use your information to process bookings, deliver services, communicate updates, improve operations, and send newsletters with consent.

### 3. Sharing of Information

We do not sell your information. We may share with HoneyBook, service providers, or legal authorities when required.

### 4. Cookies & Tracking

Our website uses cookies to improve user experience and analytics.

### 5. Data Protection

We use security measures, but no online method is 100% secure.

### 6. Your Rights

You may request access, correction, deletion, or unsubscribe. Contact: [info@cherylscourtesyacademy.com](mailto:info@cherylscourtesyacademy.com)

### 7. Children's Privacy

We only collect children's information from parents or legal guardians.

## 8. Updates

This policy may be updated periodically.

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## TERMS & CONDITIONS — Cheryl's Courtesy Academy

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### 1. Use of Website

You agree to use the site lawfully and not copy website content without permission.

### 2. Program Registrations

Registrations are confirmed only after payment through HoneyBook.

### 3. Attendance & Participation

Respectful behavior is required. Disruptive participants may be removed without refund.

### 4. Cancellations by CCA

CCA may reschedule or cancel events due to emergencies or venue issues. Credits or rescheduled dates may be offered.

### 5. Refund Policy

Payments are generally non-refundable unless stated otherwise.

### 6. Intellectual Property

All content belongs to CCA and cannot be reused without written consent.

### 7. Photo & Video Release

By attending, you allow CCA to use photos/videos for promotional purposes. Participants may not post behind-the-scenes content until CCA posts first.

### 8. Liability Waiver

CCA is not liable for injuries, lost items, or damages. Parents are responsible for minors.

#### 9. Payment Terms

All payments must follow the listed Payment Policy.

#### 10. Acceptance of Terms

Using the site or booking services means you accept these terms.

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### PAYMENT POLICY — Cheryl's Courtesy Academy

All payments for services, programs, workshops, and events must be processed exclusively through HoneyBook.

#### 1. Taxes & Fees

HoneyBook applies taxes and processing fees, shown before payment.

#### 2. Payment Deadlines

Invoices must be paid by the due date or reservations may be canceled.

#### 3. Booking Confirmation

Bookings are not confirmed until payment is received.

#### 4. Non-Refundable Payments

Most payments are non-refundable unless stated otherwise.

#### 5. Agreement

By submitting payment, you agree to these terms.