COACHING CONFIDENTIALITY STATEMENT

Coach Paula Hollis | Hollis Mastermind Group LLC

Effective Date: .01.01.26

1. Our Commitment to Confidentiality

Coaching is built on trust, respect, and open communication.

Coach Paula Hollis is committed to creating a supportive environment where clients can explore their experiences, challenges, aspirations, and personal growth with confidence.

Information shared during individual coaching sessions is treated as confidential and handled with professional discretion, subject to the limitations described in this statement.

This commitment applies to both new and existing coaching clients.

2. Information Covered by Confidentiality

Confidential coaching information may include:

- Personal experiences, circumstances, and concerns shared during sessions.
- Goals, reflections, decisions, and areas of personal or professional development.
- Coaching notes and information provided through intake or preparation materials.
- Other nonpublic information disclosed during the coaching relationship.

Confidentiality applies to information shared verbally, electronically, or in writing in connection with coaching services.

3. Limits and Exceptions to Confidentiality

While confidentiality is an important part of the coaching relationship, it is not absolute.

Information may be disclosed in the following circumstances:

Client Authorization

When the client provides appropriate authorization for information to be shared with a specified individual or organization.

Legal Requirements

When disclosure is required by applicable law, a valid court order, subpoena, or other legally enforceable process.

Safety Concerns

When disclosure is reasonably necessary to address a serious and imminent threat of harm to the client or another person, consistent with applicable law.

Abuse, Neglect, or Other Mandatory Reporting

When applicable law requires a report or disclosure concerning suspected abuse, neglect, or another reportable circumstance.

Professional or Operational Support

Limited information may be shared with service providers who assist with scheduling, payment processing, communications, technology, or other necessary business operations, subject to appropriate privacy and security safeguards.

Where legally permitted and reasonably practicable, clients will be informed of disclosures involving their confidential information.

4. Coaching Confidentiality and Legal Privilege

Coaching is distinct from psychotherapy, counseling, and other licensed healthcare services.

Coaching communications generally do not carry the same legal privilege or statutory confidentiality protections that may apply to certain licensed professional relationships.

This statement represents Coach Paula's professional commitment to confidentiality; it does not establish a legally privileged relationship.

5. Coaching Notes and Records

Coach Paula may maintain limited notes or records to support continuity, preparation, and effective coaching.

Such records will be handled with reasonable care and accessed only for legitimate coaching or business purposes.

Information will be retained and disposed of in accordance with applicable legal requirements and the published Privacy Policy.

Clients may contact Coach Paula with questions concerning the handling of their coaching information.

6. Virtual Sessions and Electronic Communication

Coaching may be conducted through video conferencing, telephone, email, or other electronic communication platforms.

Reasonable efforts will be made to use appropriate systems and practices to protect client information. However, electronic communication and third-party technology platforms cannot be guaranteed to be completely secure.

Clients are encouraged to participate from a private location, protect their meeting links and account credentials, and avoid sharing sensitive information through unsecured communication channels.

7. Recording and Sharing Coaching Sessions

Coaching sessions will not be audio- or video-recorded by Coach Paula without the client's prior knowledge and consent.

Clients are also expected to obtain Coach Paula's prior consent before recording, reproducing, or distributing coaching conversations.

Any agreed recording must comply with applicable law and any conditions established by the parties.

8. Testimonials and Public Sharing

Client names, identifying information, personal stories, and coaching experiences will not be intentionally used in testimonials, promotional materials, or public communications without appropriate client authorization.

Clients may voluntarily share their own coaching experiences.

Any use of client testimonials or stories by Hollis Mastermind Group LLC will be subject to applicable privacy requirements and the scope of the client's authorization.

9. Client Privacy and Choice

Clients determine what personal information they choose to share during coaching.

They may decline to answer questions, discuss particular subjects, or participate in specific coaching activities.

Clients are encouraged to communicate any confidentiality concerns before or during their coaching engagement.

10. Relationship to Other Practice Policies

This Confidentiality Statement should be read together with the **Terms of Coaching Practice** and **Privacy Policy**.

The Terms of Coaching Practice establish the general conditions of coaching services.

The Privacy Policy explains how personal information is collected, used, stored, shared, and otherwise processed in connection with the business.

This statement specifically addresses the confidentiality of information shared in the coaching relationship.

11. Questions and Contact

Questions concerning confidentiality may be directed to:

Coach Paula Hollis
Hollis Mastermind Group LLC
Email: coachpaula@paulahollis.com
Scheduling: https://schedule.paulahollis.com

Your story deserves respect. Your growth deserves space. Your coaching experience deserves both.