

PROGRAM POLICIES: THE SELF-CARE SUCCESS FORMULA

Last updated: April 1, 2025

Please read the following program policies carefully before beginning your participation in the 12-week Self-Care Success Formula program (this includes VIP package program policies).

GUARANTEE/REFUND

As your Coach, I cannot guarantee your results in life or business, but I do promise to do my best to ensure that your participation in the Self-Care Success Formula program is a fit, and that you are satisfied with the quality of the content and coaching. If you are not satisfied within 21 days of your enrollment, you may request a full refund.

If, after you've completed the first three program modules, you're not happy and no longer wish to continue, you will receive a full refund within 21 days, by submitting your request to info@kimberleyrecord.com, along with your completed assignments for Modules 1, 2 and 3.

Once a refund has been issued, you will no longer have access to the program content hub, coaching, or any other support elements of the program. If you do not submit your completed assignments for the first three modules with your refund request within 21 days of enrollment, you will not be eligible for a refund, and you will maintain access to all the program content and support.

ON-GOING ACCESS TO THE CONTENT HUB

You will continue to have on-going access to the Self-Care Success Formula content hub (Members Only site) after you've completed your 12-week program.

ACCESS TO FACEBOOK GROUP FOR DURATION OF PROGRAM ONLY

Your access to the Self-Care Success Formula private Facebook group is only for the duration of your 12-week experience, as is your access to the weekly group coaching calls.

CALL CANCELLATION/NO SHOW

One-on-one coaching:

Participants who enroll in the VIP experience will receive three (3) 1:1 coaching calls with me, which you will book in my calendar through the scheduling link provided to you after enrollment. If you are no longer able to commit to your scheduled time, you must provide 24 hours' notice to cancel or reschedule. If you miss a scheduled one-on-one call without notice or explanation, you will forfeit your session.

Group coaching:

You have access to 12 group coaching sessions throughout the program, which occur every week for 12 weeks. Although it's recommended that you attend as many of these live calls as possible to get personal coaching, mentorship, and community interaction, I understand that's not always possible. If you miss a live session, you can still get the valuable insights from these calls by accessing the recordings through our private Facebook group. You will also have the opportunity each week to submit any questions you have in advance to have them answered on the call, even if you can't attend live.

When your 12 weeks in the program is complete, you will no longer have access to these group coaching calls.

DECLINED PAYMENTS (RE: PAYMENT PLANS)

We will make every effort to ensure that your program access is not interrupted by a declined payment. In the event that a payment is declined, we will reach out to you to resolve this as quickly as possible. If not resolved within 3 business days, your program access (including content, coaching, and community) will be suspended until your account is brought up to date.

OFFICE HOURS/CUSTOMER SERVICE

All customer service inquiries—including billing, technology, or any other issues or questions—can be emailed to info@kimberleyrecord.com.

Your email will be answered during regular business hours: Monday–Friday 10am–4pm.

PRIVACY POLICY – KIMBERLEY RECORD

Last updated: March 12, 2021

Thank you for choosing to be part of our community at Kimberley Record (“company”, “we”, “us”, or “our”). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us at info@kimberleyrecord.com.

When you visit our Sites, and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy notice, we describe our privacy policy. We seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy policy that you do not agree with, please discontinue use of our Sites and our services.

This privacy policy applies to all information collected through our website (such as www.kimberleyrecord.com), and/or any related services, sales, marketing, or events (we refer to them collectively in this privacy policy as the “Sites”). By using the Sites, you agree to the collection and use of information in accordance with this policy.

Please read this privacy policy carefully as it will help you make informed decisions about sharing your personal information with us.

WHAT IS CONSIDERED PERSONAL INFORMATION?

Personal information refers to information such as your name, address, email address, geographic location, purchase history, gender, credit card information, and browsing habits on our Sites.

WHAT INFORMATION DO WE COLLECT?

We collect information from you when you register on the Sites, place an order, enter a contest or sweepstakes, respond to a survey or communication such as e-mail, or participate in another site feature.

When ordering or registering, we may ask you for your name, e-mail address, mailing address, phone number, credit card information, or other information. You may, however, visit our Sites anonymously.

We also collect information about gift recipients so that we can fulfill the gift purchase.

Like many websites, we use cookies to enhance your experience and gather information about visitors and visits to our websites. Please refer to the “Cookies” section below for information about cookies and how we use them.

WE MAY PROCESS THE FOLLOWING CATEGORIES OF PERSONAL DATA ABOUT YOU:

- **Communication Data** that includes any communication that you send to us whether that be through the contact form on our website, through email, text, social media messaging, social media posting, or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance, or defense of legal claims. Our lawful ground for this processing is our legitimate interests, which in this case are to reply to communications sent to us, to keep records, and to establish, pursue, or defend legal claims.
- **Customer Data** that includes data relating to any purchases of goods and/or services such as your name, title, billing address, delivery address, email address, phone number, contact details, purchase details, and your card details. We process this data to supply the goods and/or services you have purchased and to keep records of such transactions. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract.
- **User Data** that includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain back-ups of our website and/or databases, and to enable publication and administration of our website, other online services, and business. Our lawful ground for this processing is our legitimate interests, which in this case are to enable us to properly administer our website and our business.
- **Technical Data** that includes data about your use of our website and online services such as your IP address, your login data, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone settings, and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system. We process this data to analyze your use of our website and other online services, to administer and protect our business and website, to deliver relevant website content and advertisements to you, and to understand the effectiveness of our advertising. Our lawful ground for this processing is our legitimate interests, which in this case are to enable us to properly administer our website and our business, to grow our business, and to decide our marketing strategy.
- **Marketing Data** that includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our promotions such as sales offers, affiliate offers, and free contests with giveaways, to deliver relevant website content and advertisements to you, and to measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests, which in this case are to study how customers use our products/services, to develop them, to grow our business, and to decide our marketing strategy.

We may use Customer Data, User Data, Technical Data and Marketing Data to deliver relevant website content and advertisements to you (including Facebook adverts or other display advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is legitimate interests, which is to grow our business. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

SENSITIVE DATA

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data. We do not collect any information about criminal convictions and offences.

MARKETING COMMUNICATIONS

Our lawful ground of processing your personal data to send you marketing communications is either your consent or our legitimate interests (namely to grow our business).

Under the Privacy and Electronic Communications Regulations, we may send you marketing communications from us if (i) you made a purchase or asked for information from us about our goods or services or (ii) you agreed to receive marketing communications and, in each case, you have not opted out of receiving such communications since. Under these regulations, if you are a limited company, we may send you marketing emails without your consent. However, you can still opt out of receiving marketing emails from us at any time.

You can ask us or third parties to stop sending you marketing messages at any time simply by unsubscribing from emails via the unsubscribe button, which can be found at the bottom of each email, or by sending an email to info@kimberleyrecord.com with your request to stop receiving emails.

If you opt out of receiving marketing communications, this opt-out does not apply to personal data provided as a result of other transactions, such as purchases, warranty registrations, etc.

DISCLOSURE OF YOUR PERSONAL DATA:

We may have to share your personal data with the parties set out below:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors, and insurers.
- Government bodies that require us to report processing activities.
- 3rd party technology platforms and advertisers that support the running and growth of our business.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

HOW DO WE USE YOUR INFORMATION?

We may use the information we collect from you when you register, purchase products, enter a contest or promotion, respond to a survey or marketing communication, surf the website, or use certain other site features in the following ways:

- To personalize your site experience and to allow us to deliver the type of content and product offerings in which you are most interested.
- To allow us to better service you in responding to your customer service requests.
- To quickly process your transactions.
- To administer a contest, promotion, survey, or other site feature.

If you have opted-in to receive our email newsletter, or free information products or training, we will send you educational and marketing emails.

If you would no longer like to receive promotional emails from us, please refer to the “How can you opt-out, remove, or modify information you have provided to us?” section below.

If you have not opted in to receive email newsletters, you will not receive these emails.

Visitors who register or participate in other site features such as marketing programs and ‘members-only’ content will be given a choice whether they would like to be on our email list and receive e-mail communications from us.

DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorization. We also allow access to your personal data only to those employees and partners who have a business need to know such data. They will only process your personal data on our instructions, and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

DATA RETENTION

We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for, we look at its amount, nature and sensitivity, potential risk of harm from unauthorized use or disclosure, the processing purposes, if these can be achieved by other means, and legal requirements.

For tax purposes the law requires us to keep basic information about our customers (including Contact, Identity, Financial, and Transaction Data) for seven years after they stop being customers.

In some circumstances we may anonymize your personal data for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

COOKIES

As you browse our Sites, advertising cookies will be placed on your computer so that we can understand what you are interested in. Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. To opt out of cookies, find and select the settings tab of your internet browser and click "block third party cookies and site data" or de-select the "accept cookies" box.

ORDERING PRODUCTS ON OUR SITE

We will request information from you on our order forms for purchase of products. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

HOW DO WE PROTECT VISITOR INFORMATION?

We implement a variety of security measures to maintain the safety of your personal information. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems and are required to keep the information confidential. When you place orders or access your personal information, we offer the use of a secure server. All sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our databases to be only accessed as stated above.

DO WE DISCLOSE THE INFORMATION WE COLLECT TO OUTSIDE PARTIES?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide you with advance notice, except as described below. It does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

HOW CAN YOU OPT-OUT, REMOVE, OR MODIFY INFORMATION YOU HAVE PROVIDED TO US?

To modify your email subscriptions, you can find an unsubscribe link at the bottom of each email. Please note that due to email production schedules you may receive any emails already in production. Please note that we may maintain information about an individual sales transaction in order to service that transaction and for record keeping.

THIRD PARTY LINKS

To provide you with increased value, we may include third party links on our Sites. These linked sites have separate and independent privacy policies. We, therefore, have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our Sites and welcome any feedback about these linked sites (including if a specific link does not work).

YOUR ACCESS TO AND CONTROL OVER INFORMATION

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

CHANGES TO OUR POLICY

We may update this privacy policy from time to time. If we make changes to this privacy policy, we will post those changes on this page. Policy changes will apply only to information collected after the date of the change. This policy was last modified on March 12, 2021.

QUESTIONS AND FEEDBACK

We welcome your questions, comments, and concerns about privacy. Please send us any and all feedback pertaining to privacy, or any other issue via email at: info@kimberleyrecord.com

TERMS AND CONDITIONS

Last updated: March 12, 2021

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THIS WEBSITE. All users of this site agree that access to and use of this site is subject to the following terms and conditions and other applicable law. If you do not agree to these terms and conditions, please do not use this site.

The Website Standard Terms and Conditions contained herein on this webpage, shall govern your use of this Website, including all pages within this Website (collectively referred to herein below as this “Website”). These Terms apply in full force and effect to your use of this Website and by using this Website, you expressly accept all terms and conditions contained herein in full. You must not use this Website if you have any objection to any of these Website Standard Terms and Conditions.

COPYRIGHT

The entire content included in this Website including but not limited to text, graphics, or code is copyrighted as a collective work under the Canadian and other copyright laws, and is the property of Kimberley Record. The collective work includes works that are licensed to Kimberley Record, ALL RIGHTS RESERVED. Permission is granted to electronically copy and print hard copy portions of this Website for the sole purpose of placing an order with Kimberley Record, or purchasing products from Kimberley Record.

You may display and, subject to any expressly stated restrictions or limitations relating to specific material, download or print portions of the material from the different areas of the Website solely for your own non-commercial use, or to place an order with Kimberley Record or purchase products from Kimberley Record. Any other use, including but not limited to the reproduction, distribution, display, or transmission of the content of this Website is strictly prohibited, unless authorized by Kimberley Record. You further agree not to change or delete any proprietary notices from materials downloaded from the Website.

TRADEMARKS

All trademarks, service marks, and trade names used on the Website are trademarks or registered trademarks of Kimberley Record.

WARRANTY DISCLAIMER

This Website and the materials and products on this Website are provided “as is” and without warranties of any kind, whether express or implied. To the fullest extent permissible pursuant to applicable law, Kimberley Record disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose and non-infringement. Kimberley Record does not represent or warrant that the functions contained in the Website will be uninterrupted or error-free, that the defects will be corrected, or that this Website or the server that makes the Website available are free of viruses or other harmful components.

Kimberley Record does not make any warranties or representations regarding the use of the materials in this Website in terms of their correctness, accuracy, adequacy, usefulness, timeliness, reliability, or otherwise. Some states do not permit limitations or exclusions on warranties, so the above limitations may not apply to you.

NO GUARANTEES

The aim of Kimberley Record is to support and assist you in reaching your own goals, but your results and success depend primarily on your own effort, motivation, commitment, and follow-through. Kimberley Record cannot predict and does not guarantee that you will attain a particular result, and you accept and understand that results differ for each individual. Each individual's results depend on his or her unique background, dedication, desire, motivation, actions, and numerous other factors. You fully agree that there are no guarantees as to the specific outcome or results you can expect from using the information you receive on or through this Website.

REFUND POLICY

Though Kimberley Record cannot guarantee your results in life or business, we promise to do our best to ensure that your participation in the programs and services provided by Kimberley Record is a fit, and that you are satisfied with the quality of the program or service. If you are not satisfied, you may request a refund. The following Terms will apply:

For High Performance Coaching (12-session registration): If you are not satisfied with Session One, you can request a refund. You can also stop coaching sessions at any point you wish and will no longer be billed for future sessions, but you will not be reimbursed for previous sessions after Session Two.

For Authentic Impact (12-week program): If you are not satisfied after 15 days of fully participating and completing the tasks as assigned in the first three program modules, and you no longer wish to continue, you may request a full refund by emailing info@kimberleyrecord.com and submitting your completed assignments for the first three modules.

Once a refund has been issued, you will no longer have access to the program content hub, coaching, or any other support elements of the program. If you do not submit your completed assignments for the first three modules within 15 days of enrollment, you will not be eligible for a refund, and you will maintain access to all the program content and support.

FOR EDUCATIONAL AND INFORMATIONAL PURPOSES ONLY

The information provided in or through this Website is for educational and informational purposes only and solely as a self-help tool for your own use. The level of personal development coaching provided by Kimberley Record does not constitute therapy, and the information provided by Kimberley Record does not substitute for professional medical, legal, psychological, or financial advice.

Although care has been taken in preparing the information provided to you, Kimberley Record cannot be held responsible for any errors or omissions and is not liable for risks or issues associated with using or acting upon the information provided. Always consult a medical professional or healthcare provider if you are seeking medical advice, diagnoses, or treatment; and seek financial and/or legal counsel for professional guidance relating to your specific circumstances.

PERSONAL RESPONSIBILITY

You aim to accurately represent the information provided to us on or through our Website. You acknowledge that you are participating voluntarily in using our Website and that you are solely and personally responsible for your choices, actions, and results, now and in the future. You accept full responsibility for the consequences of your use, or non-use, of any information provided on or through this Website, and you agree to use your own judgment and due diligence before implementing any idea, suggestion, or recommendation from our Website to your life, family, or business.

LIMITATION OF LIABILITY

Kimberley Record shall not be liable for any special or consequential damages that result from the use of, or the inability to use, the materials on this Website or the performance of the products, even if Kimberley Record has been advised of the possibility of such damages. Applicable law may not allow the limitation of exclusion of liability or incidental or consequential damages, so the above limitation or exclusion may not apply to you.

CODE OF CONDUCT

You may not use this Website for any illegal or unauthorized purpose. In addition to the laws of the Province of British Columbia, Canada, you also agree to comply with all local laws that apply to your use of the Website. You may not use the Website in any manner which could disable, overburden, damage, or impair the Website, or interfere with any other party's use and enjoyment of the Website. You agree that you are responsible for your own conduct and communications while using the Website and for any consequences of that use. You agree that when using the Website, you will not post or upload any inappropriate, promotional, defamatory, destructive, obscene, or unlawful content; defame, abuse, harass, or otherwise violate the legal rights (such as rights of privacy and publicity) of others; or upload dangerous or harmful files. We reserve the right to remove individuals from our community in instances of misconduct.

PURCHASES AND SUBSCRIPTIONS

If you wish to purchase any product or service made available through the Website ("Purchase"), you may be asked to supply certain information relevant to your Purchase including, without limitation, your name, phone number, email address, physical address, credit card information, and geographic location. Please view our Privacy Policy for more information on how we use your personal information. Some parts of the Service are billed on a subscription basis as outlined on the sales and check out pages of the product. You will be billed in advance on a recurring basis as per the subscription agreement.

INDEMNIFICATION AND RELEASE OF CLAIMS

You hereby fully and completely hold harmless, indemnify, and release Kimberley Record and any of its agents, consultants, affiliates, team members, joint venture partners, employees, shareholders, directors, staff, team members, or anyone otherwise affiliated with the business, from any and all causes of action, allegations, suits, claims, damages, or demands whatsoever, in law or equity, that may arise in the past, present, or future that is in any way related to our Website.

ERRORS AND OMISSIONS

Although every effort is made to ensure the accuracy of information shared on or through this Website, the information may inadvertently contain inaccuracies or typographical errors. You agree that Kimberley Record is not responsible for the views, opinions, or accuracy of facts referenced on or through the Website, or of those of any other individual or company affiliated with our business in any way. Because scientific, technology, and business practices are constantly evolving, you agree that Kimberley Record is not responsible for the accuracy of our Website, or for any errors or omissions that may occur.

NO ENDORSEMENT

References or links in our Website to the information, opinions, advice, programs, products, or services of any other individual, business, or entity does not constitute our formal endorsement. Kimberley Record is merely sharing information for your own self-help. Kimberley Record is not responsible for the Website content, blogs, e-mails, videos, social media, programs, products, and/or services of any other person, business, or entity that may be linked or referenced in our Website. Conversely, should our Website link appear in websites, programs, products, or services of any other individual, business, or entity, this does not constitute our formal endorsement of them, their business, or their website either.

AFFILIATES

From time to time, we may promote, affiliate with, or partner with other individuals or businesses whose programs, products, and services align with ours. There may be instances when we promote, market, share, or sell programs, products, or services for other partners and in exchange, we may receive financial compensation or other rewards. Kimberley Record is highly selective and only promotes the partners whose programs, products, and/or services we respect. At the same time, you agree that any such promotion or marketing does not serve as any form of endorsement whatsoever. You are still required to use your own judgment to determine that any such program, product, or service is appropriate for you. You are assuming all risks, and you agree that Kimberley Record is not liable in any way for any program, product, or service that we may promote, market, share, or sell on or through our Website.

VARIATION

Kimberley Record shall have the right in our absolute discretion at any time and without notice to amend, remove, or vary the Services and/or any page of this Website.

COMPLAINTS

Kimberley Record offers support to our clients as well as a complaint handling procedure which we will use to try to resolve disputes when they first arise, with a solution that is mutually agreeable to both the client and Kimberley Record. Please let us know if you have any complaints or comments at

info@kimberleyrecord.com.

SEVERABILITY

If any provision of these Terms is found to be unenforceable or invalid under any applicable law, such unenforceability or invalidity shall not render these Terms unenforceable or invalid as a whole, and such provisions shall be deleted without affecting the remaining provisions herein.

ENTIRE AGREEMENT

These Terms, including any legal notices and disclaimers contained on this Website, constitute the entire agreement between Kimberley Record and you in relation to your use of this Website, and supersede all prior agreements and understandings with respect to the same.

By using our Website, you are agreeing to all parts of the above Disclaimer. If you have any questions about this Disclaimer, please contact info@kimberleyrecord.com.