

THE GROUNDED PROFESSIONAL

Field Guide to Workplace Dynamics

PRIVACY POLICY

Effective Date: May 13, 2026

This Privacy Policy describes how The Grounded Professional ("we," "our," or "us") collects, uses, and protects your personal information when you visit our website at thegroundedprofessional.com or purchase our digital products. By using our website, you agree to the practices described in this policy.

1. Information We Collect

We collect only the information necessary to process your purchase and deliver our products. Specifically:

- Purchase information collected through Stripe, our third-party payment processor, including your name, email address, billing address, and payment card details. We do not store your full payment card information on our servers. All payment data is handled directly by Stripe in accordance with their security standards.
- Email address provided at the time of purchase, which we use to deliver your product, send your receipt, and provide access to your library page.
- Any information you voluntarily provide when contacting us directly by email.

We do not use cookies, tracking pixels, or analytics tools on our website. We do not collect data about your browsing behavior or device.

2. How We Use Your Information

We use the information we collect solely for the following purposes:

- To process your purchase and deliver your digital product.
- To send your order confirmation and receipt.
- To provide access to your purchased library content.
- To send you marketing emails and program updates, if you have not opted out.
- To respond to questions or support requests you submit to us directly.

We do not sell, rent, trade, or share your personal information with third parties for their marketing purposes.

3. Marketing Emails

If you have purchased from us or otherwise provided your email address, you may receive occasional emails from The Grounded Professional regarding new articles, program updates, and relevant resources. Every marketing email we send includes an unsubscribe link. You may opt out at any time by clicking that link or by contacting us directly at thegroundedprofessional@gmail.com. We will process your request promptly.

4. Third-Party Payment Processing

All purchases are processed through Stripe, a third-party payment processor. When you complete a purchase, you are subject to Stripe's privacy policy and terms of service in addition to ours. We encourage you to review Stripe's privacy policy at stripe.com/privacy. We receive only the information necessary to confirm your payment and deliver your product.

5. Data Security

We take reasonable precautions to protect your personal information from unauthorized access, use, or disclosure. Your payment information is encrypted and processed securely through Stripe. However, no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security.

6. Data Retention

We retain your email address and purchase information for as long as necessary to deliver our products, maintain purchase records, and comply with applicable legal obligations. If you request deletion of your information, we will honor that request to the extent permitted by law and our legitimate business needs.

7. Your Rights

Depending on your location, you may have the right to access, correct, or request deletion of your personal information. To exercise any of these rights, please contact us at thegroundedprofessional@gmail.com. We will respond to all legitimate requests within a reasonable timeframe.

8. Children's Privacy

Our website and products are intended for adults in professional environments. We do not knowingly collect personal information from anyone under the age of 18. If you believe a minor has provided us with personal information, please contact us and we will take steps to remove it promptly.

9. Changes to This Policy

We may update this Privacy Policy from time to time. When we do, we will revise the effective date at the top of this page. Continued use of our website after any changes constitutes your acceptance of the updated policy. We encourage you to review this policy periodically.

10. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, please contact us at:

thegroundedprofessional@gmail.com.

thegroundedprofessional.com

This Privacy Policy was last updated on May 13, 2026. The Grounded Professional is based in New Mexico, United States.

thegroundedprofessional.com

The Grounded Professional Field Guide to Workplace Dynamics

© 2026 The Grounded Professional. All rights reserved.