

## Program Privacy and Reporting Overview

### Confidentiality

Conversations with your coach are treated as private and handled with discretion but know we are not bound by legal confidentiality like a therapist or attorney. Be assured personal details are not shared.

### Data Privacy

We keep internal coaching notes to support your progress and manage your program effectively. Personal information and job search details are never shared outside the coaching relationship. We do not sell, trade, or share your data with any outside organizations.

### Sponsor Reporting

We provide monthly reports to your sponsoring organization that include the services and resources you have received, your overall program status, and key milestones.

If you share information regarding the acceptance of an offer and starting a new position, we will report your program as ***complete through placement***. Specifics of the placement such as company name, title, or start date are not included. We simply designate your program status as **Placed**.

If you become inactive in the program and unresponsive to coach outreach, we will respectfully close your program and mark your program status as **Program Complete**.