

Privacy Policy

Last Updated: March 16, 2026

1. Introduction

The Admin Pocket Planner (“we,” “us,” or “our”) is committed to protecting your privacy and handling your personal data in a transparent and secure way.

This Privacy Policy explains how we collect, use, disclose, and safeguard information when you use our mobile and web-based applications and related services (collectively, the “Services”).

If you do not agree with the terms of this Privacy Policy, please do not use the Services.

2. Scope and Applicability

This Privacy Policy applies to personal information we process about users of the Services in all U.S. states, as well as in the European Economic Area (EEA), United Kingdom (UK), and Switzerland, to the extent applicable.

Our obligations and your rights may vary based on where you reside and which privacy laws apply (for example, California’s CCPA/CPRA or other state consumer privacy statutes).

3. Data Controller

For EEA/UK/Swiss users, the data controller is:

James McCarroll
Holyimpactmovement@gmail.com
+1-615-715-3271

If you use the Services through your employer or organization, they may also act as an independent data controller for certain processing activities.

4. Information We Collect

We may collect and process the following categories of information:

- Identity data: name, job title, organization, profile photo.
- Contact data: business email address, phone number, mailing address.
- Account data: username, password, authentication tokens, preferences, roles and permissions.
- Calendar and scheduling data: calendar entries, meeting titles, participants, locations, notes, availability, and related metadata when you connect third-party calendar services.
- Travel data: travel preferences, itineraries, booking details (e.g., airline, hotel, car rental provider), loyalty numbers where provided.
- Usage data: app usage logs, feature interactions, time stamps, performance and diagnostic data.

- Device and technical data: IP address, device identifiers, operating system, app version, language and region settings, crash logs.
- Support and communication data: messages you send to us, support tickets, feedback, survey responses.

We do not intentionally collect sensitive personal data (such as health information, biometric data, or children's data) unless expressly requested by you and permitted by applicable law.

5. How We Collect Information

We collect information in the following ways:

- Directly from you when you register for an account, configure settings, create or modify calendar events, enter travel details, or contact support.
- Automatically when you use the Services, via cookies, SDKs, and similar technologies, and via server logs.
- From third parties when you connect or authorize integrations such as calendar, email, identity providers, or travel-booking platforms.

Where required by law, we will obtain your consent before using certain tracking technologies or collecting specific categories of data (for example, precise geolocation or sensitive data).

6. Legal Bases for Processing (EEA/UK Users)

If you are located in the EEA or UK, we process your personal data under the following legal bases:

- Performance of a contract.
- Legitimate interests, where not overridden by your rights.
- Consent, where required (e.g., certain marketing and cookies).
- Legal obligations.

7. How We Use Your Information

We use the information we collect for the following purposes:

- To provide, operate, and maintain the Services, including calendar management, scheduling, travel coordination, and engagement tracking.
- To personalize and improve your experience and our Services.
- To enable and manage integrations with third-party services you choose to connect.
- To communicate with you about service changes, updates, and security alerts.
- To provide customer support and handle your requests.
- To perform analytics and improve security, performance, and functionality.
- To protect our rights, property, and safety and that of our users or others.
- To comply with legal and regulatory obligations.

We do not use your personal information for automated decision-making that produces legal or similarly significant effects without providing required notices and safeguards under applicable law.

8. How We Share Information

We may share your information with:

- Service providers and processors under written contracts that require appropriate protections and limit their use of the data to our instructions.
- Your employer or organization, if they provide or manage your access to the Services.
- Integration partners, when you choose to connect third-party services.
- Professional advisors (lawyers, auditors, insurers) where necessary.
- Competent authorities when required by law or to protect rights and safety.
- Another entity in connection with a merger, acquisition, financing, or sale of all or part of our business.

We do not “sell” your personal information, and we do not “share” personal information for cross-context behavioral advertising as those terms are defined under California’s CCPA/CPRA and similar U.S. state privacy laws.

If this changes, we will update this Privacy Policy and provide required notices and opt-out mechanisms (including honoring applicable universal opt-out signals).

9. Cookies and Tracking Technologies

We and our service providers may use cookies and similar technologies to operate and improve the Services, remember your preferences, and perform analytics.

Where required by law, we will seek your consent before setting non-essential cookies and provide you with ways to control your preferences.

Your browser or device may allow you to send “Do Not Track” or similar signals, but our Services currently do not respond to these signals; instead, we follow applicable legal requirements regarding global privacy controls and universal opt-out mechanisms where they are mandated.

10. International Data Transfers

We may transfer your personal data outside of your state, country, or region, including to the United States and other countries that may have different data protection laws.

Where required, we use appropriate safeguards (such as Standard Contractual Clauses) to protect personal data transferred from the EEA/UK/Switzerland.

11. Data Retention

We retain personal information only for as long as necessary to fulfill the purposes described in this Privacy Policy, including providing the Services, meeting legal, accounting, or reporting obligations, and resolving disputes.

When information is no longer needed, we will delete or anonymize it, or, if that is not possible, securely store it and isolate it from further processing until deletion is feasible.

12. Your Privacy Rights

A. U.S. State Privacy Rights (Including California)

Depending on where you live, you may have the following rights under applicable state privacy laws such as California's CCPA/CPRA and similar laws in other states:

- **Right to know/access:** To request that we confirm whether we process your personal information and provide certain details about our processing, including categories of information collected, sources, purposes, and categories of third parties to whom information is disclosed.
- **Right to obtain a portable copy:** To request a copy of certain personal information in a portable and, where technically feasible, readily usable format.
- **Right to delete:** To request that we delete personal information we have collected from you, subject to lawful exceptions.
- **Right to correct:** To request that we correct inaccurate personal information.
- **Right to opt out of certain processing:** To opt out of the sale of personal information, the sharing of personal information for cross-context behavioral advertising, and certain types of profiling, where applicable.
- **Right to limit use and disclosure of sensitive personal information,** where state law grants such rights.

We do not sell personal information or share it for cross-context behavioral advertising, so the opt-out rights for those activities currently do not apply to our processing.

You may exercise your rights by contacting us using the details in the "Contact Us" section below.

We will verify and respond to your request in accordance with applicable law and may deny or partially fulfill your request if an exception applies.

If we deny your request, certain state laws give you the right to appeal our decision; instructions for how to appeal will be included in our response where required.

B. EEA/UK/Swiss Users

If you are in the EEA, UK, or Switzerland, you may have rights of access, rectification, erasure, restriction, objection, portability, and the right to withdraw consent, as described in Section 10 of the earlier policy and under GDPR.

You also have the right to lodge a complaint with a supervisory authority in your country of residence, place of work, or where an alleged infringement occurred.

13. Children's Privacy

Our Services are intended for business use and are not directed to children under 16.

We do not knowingly collect personal information from children under 13, and we comply with the Children's Online Privacy Protection Act (COPPA); if we learn that we have collected such information, we will delete it as required by law.

14. Security

We implement reasonable and appropriate administrative, technical, and physical safeguards to protect personal information against unauthorized access, loss, misuse, or alteration, consistent with federal and state requirements and industry practices.

However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

15. Third-Party Links and Services

The Services may contain links to or integrations with third-party websites, apps, or services that we do not operate or control.

We are not responsible for the privacy practices of these third parties, and we encourage you to review their privacy policies before using their services or providing them with personal information.

16. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technologies, legal requirements, or other factors.termsfeed+1

When we make material changes, we will update the "Last Updated" date and, where required by law, provide additional notice (such as via the Services or email) and obtain your consent where necessary.

17. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, or if you wish to exercise your rights, please contact us at:

Holy Impact Publishing
holyimpactmovement@gmail.com