GGN LEGAL AND POLICIES · L02 · WEBSITE AND PRIVACY

Privacy Policy

What GGN collects, how course sites save progress on your device, and your choices.

Template for review by a licensed attorney before use. This is a GGN template, not legal advice. Bracketed items such as [GGN LEGAL ENTITY NAME] must be completed. Laws differ by state and country.

Issued by	[GGN LEGAL ENTITY NAME], doing business as The Global Grief Network
Applies to	All GGN Education Center websites, course sites, programs, the Somatic certification program, directories, and contacts with GGN
Effective date	October 26, 2026
Last updated	[LAST UPDATED DATE]
Governing law	[GOVERNING STATE: Colorado, placeholder because GGN is based in Fort Collins, Colorado; attorney to confirm]
Version	1.0 (GGN Legal and Policies set, October 2026)

1. About this policy

This Privacy Policy explains how [GGN LEGAL ENTITY NAME], doing business as The Global Grief Network ("GGN"), [GGN MAILING ADDRESS], handles personal information across the GGN Education Center. It is the center-wide policy. The GGN Privacy and Data Protection Policy for the Somatic certification program still gives extra detail about practicum records and recordings, and where the two differ, the more protective term applies.

The short version. Public course sites save your progress only on your own device. GGN does not sell personal information. Card payments are handled by our payment provider, so GGN never sees full card numbers. You can ask to see, correct, or delete your information at [PRIVACY CONTACT EMAIL].

2. Learner progress tracking on course sites

The GGN course sites (GGN Lantern: Mental Wellness Literacy for Grief, Nervous System Regulation While Grieving, Trauma-Informed Grief Support, Ways We Carry Love, and the GGN Somatic Grief Support course site) track your learning progress using your web browser's local storage. Here is exactly what that means:

- **What is saved:** which modules you marked as read, your quiz answers, scores, and pass status, your final assessment result, and any reflection notes you type into the site.
- **Where it is saved:** only in your browser on the device you are using, under a name for each course (for example "ggn-lantern-progress-v1"). It is not sent to GGN, and GGN cannot see it.
- **How long it stays:** until you clear it. Each course site has a "Reset my progress on this device" link. Clearing browser data or using private browsing also removes it.
- **Shared devices:** anyone using the same browser on the same device may see your progress and notes. Use the reset link, or a private browser profile, on shared devices.

- **Certificates:** because GGN cannot see this data, a certificate needs a separate completion confirmation that you choose to send GGN, as described on each course's certificate page.

> If GGN later adds accounts, cloud sync, analytics, or a learning management system, this section must be updated before launch to describe what is sent to GGN or its service providers. [Attorney and GGN to confirm before any change.]

3. Information GGN collects

- **Contact and enrollment details** you give us, such as name, email, phone, time zone, and program choices.
- **Payment details** from our payment provider, such as transaction status, amount, card brand, and last four digits. Full card numbers go straight to the payment provider.
- **Completion and certificate records,** such as the completion confirmation you send, certificate number, issue date, and status.
- **Directory information** that educators and practitioners choose to publish, and their application details.
- **Messages** you send, including feedback, complaints, and requests.
- **Somatic certification records,** described in the Somatic Privacy and Data Protection Policy and the Somatic Certification Student Enrollment Agreement.
- **Basic technical data** your browser sends to any website host, such as IP address and browser type, kept in server logs by the hosting provider. [GGN to confirm hosting provider and log retention.]

Grief can involve sensitive information, such as health, faith, or the circumstances of a death. Please share only what you are comfortable sharing. GGN uses sensitive information only for the purpose you gave it and, where the law requires, with your explicit consent.

4. Cookies

The GGN Education Center sites, as built, do not set advertising or analytics cookies. They use browser local storage only for the progress features above. Any embedded video, map, or payment page is run by its provider under its own policy. [GGN to update this section if analytics or outside embeds are added.]

5. How GGN uses information

- To deliver programs, issue and verify certificates, and run directories.
- To process payments and refunds.
- To answer questions, handle complaints, and keep people safe.
- To send program updates and, only if you opt in, newsletters. You can opt out any time.
- To meet legal duties such as tax and record keeping.

GGN does not sell or rent personal information, does not use it for targeted advertising, and does not use reflection notes, stories, or practicum records to train artificial intelligence models.

6. Who GGN shares information with

- Service providers that help run GGN, such as payment, email, and hosting providers, under confidentiality terms.
- The public, only for directory listings and certificate verification details you agreed to publish.
- Authorities or others when the law requires it or when needed to protect someone from serious and imminent harm. See the Confidentiality and Mandated Reporting Limits Notice.
- A successor organization if GGN reorganizes, with notice to you.

7. Keeping information

GGN keeps information only as long as needed: enrollment and payment records for [NUMBER] years for tax and legal purposes, certificate records for as long as a certificate can be verified, and messages for [NUMBER] years. [Attorney to confirm retention periods.]

8. Your choices and rights

You may ask to access, correct, download, or delete your information, or to stop marketing messages, by writing to [PRIVACY CONTACT EMAIL]. Depending on where you live, privacy laws may give you more rights. GGN will not treat you differently for using them. [Attorney: confirm which laws apply, including whether the Colorado Privacy Act applies to GGN, and any UK or EU requirements.]

9. Children

GGN sites are meant for adults. GGN does not knowingly collect personal information from children under 13. A parent who believes a child sent information can contact [PRIVACY CONTACT EMAIL] to have it deleted.

10. Security

GGN uses reasonable safeguards. No website or email is completely secure, so please avoid sending highly sensitive details by email.

Governing law. These terms are governed by the laws of [GOVERNING STATE: Colorado, placeholder because GGN is based in Fort Collins, Colorado; attorney to confirm], without regard to conflict of law rules, except where the law of your place of residence gives you protections that cannot be waived.

Changes. GGN may update this document. The "Last updated" date shows the current version. Material changes will be posted on the GGN website or sent to enrolled learners before they take effect.

Contact. [GGN LEGAL ENTITY NAME], doing business as The Global Grief Network, [GGN MAILING ADDRESS]. Email [GGN CONTACT EMAIL]. Website thglobalgriefnetwork.com. Signed for GGN by Tony Lynch, Founder.

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