

# Privacy Policy

**Last updated: 25/08/25**

**Lightwork Learning Limited** (“Company,” “we,” “us,” or “our”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and protect your personal data when you use our website, the *The Remix Blueprint* online course (the “Course”), and the subscription community (the “Community”).

By accessing or using our services, you consent to the practices described in this Privacy Policy.

## 1. Business Information

Lightwork Learning Limited  
Unit 29 Highcroft Industrial Estate, Enterprise Road, Horndean, Waterlooville, United Kingdom,  
PO8 0BT  
Email: [info@subskool.com](mailto:info@subskool.com)

We are the **data controller** for purposes of UK GDPR.

## 2. Information We Collect

We may collect and process personal data in connection with:

### 2.1 The Remix Blueprint

- Name, email address, billing address, and payment details (processed via Stripe).
- Usage data, such as which course videos you access and downloads of templates, samples, or presets.

### 2.2 Sub Skool Community

- Name, email, billing information, and recurring payment details (via Stripe).
- Community activity, including forum posts, comments, live session participation, and interaction with other members.
- Preferences for notifications and marketing communications.

### 2.3 General Data

- IP address, browser type, device information, and website analytics.
- Cookies and similar tracking technologies (see Section 10).

### 3. How We Collect Data

- Directly from you when you: purchase the course, subscribe to the community, submit forms, or contact support.
- Automatically via website cookies, analytics, or platform integrations (ManyChat, Stripe, email marketing platforms).

### 4. How We Use Your Data

#### 4.1 For the One-Time Course

- Provide access to course materials.
- Process payment and manage billing.
- Deliver updates, confirmations, and customer support messages.
- Send marketing emails if consented.

#### 4.2 For the Subscription Community

- Provide and manage ongoing access to the community.
- Process recurring payments and subscription management.
- Communicate community updates, events, and content announcements.
- Moderate forums and community interactions.
- Send marketing emails if consented.

#### 4.3 For Both Products

- Improve services, analyse trends, and enhance the user experience.
- Comply with legal obligations (tax, reporting, anti-fraud measures).

### 5. Legal Bases for Processing

- **Contractual necessity:** to deliver the Course or Community services and process payments.
- **Consent:** for marketing communications.
- **Legal obligation:** for compliance with applicable laws.
- **Legitimate interests:** improving services, preventing fraud, and ensuring security.

## 6. Sharing Your Data

We do not sell your personal data. We may share your information with:

- Payment processors (Stripe) to process payments.
- Email marketing platforms (ManyChat, Mailchimp, Klaviyo) to send automated emails.
- Website hosting and IT providers who support our systems.
- Legal or regulatory authorities when required by law.

All third parties are required to keep your data secure and use it only for the purposes specified.

## 7. International Transfers

Some service providers may store or process data outside the UK/EEA. Where this occurs, we ensure appropriate safeguards, such as Standard Contractual Clauses, are in place.

## 8. Data Retention

- We retain personal data only as long as necessary to provide access to the Course or Community, comply with legal obligations, and resolve disputes.
- If you unsubscribe from marketing emails or cancel a subscription, we may retain limited data for record keeping and legal compliance.

## 9. Your Rights (UK GDPR)

You have the right to:

- Access your personal data.
- Correct inaccurate or incomplete data.
- Request deletion of personal data.
- Restrict processing.
- Receive a portable copy of your data.
- Object to processing for marketing purposes.
- Withdraw consent at any time.

To exercise your rights, contact **info@subskool.com**. You may also lodge a complaint with the **UK Information Commissioner's Office (ICO)**: [www.ico.org.uk](http://www.ico.org.uk).

## **10. Cookies & Tracking**

- We use cookies to enable website functionality, analyse usage, and deliver relevant marketing.
- You can manage or block cookies through your browser settings.

## **11. Data Security**

We implement reasonable technical and organisational measures to protect personal data. However, no system is completely secure.

## **12. Changes to This Policy**

We may update this Privacy Policy from time to time. The latest version will always be posted on our website. Continued use of the Course or Community constitutes acceptance of updated terms.

## **13. Contact**

Questions regarding this Privacy Policy or your personal data:  
[info@subskool.com](mailto:info@subskool.com)