BEFORE YOU SIGN

Privacy Policy

Last updated 20 November 2026

This explains what personal information I collect when you buy from Before You Sign or get in touch, why I need it, and the rights you have over it.

THE SHORT VERSION

- I collect your name, email and order details when you buy, and whatever you send me by email.
- Whop handles your payment. I never see your full card details.
- I use your details to give you your files, help you, and keep the records the law requires.
- **I never sell your information.**
- You can ask to see, correct or delete it at any time.

1 Who I am

Before You Sign is run by me, Katie Drewitt, a sole trader based in England. I'm the controller of your personal information, which means I decide how it's used and I'm responsible for looking after it.

TRADING AS	Before You Sign
ADDRESS	c/o WeWork Dalton Place, 29 John Dalton Street, Manchester, M2 6FW
EMAIL	beforeyousignkit@gmail.com

2 What I collect

When you buy

- your name and email address

- the billing details Whop asks for to take your payment, such as your country and postcode
- what you bought, the price and the date

Whop and its payment providers handle your card details. I never see your full card number.

When you email me

Your email address, what you write, and anything you attach, such as your filled-in Quote Comparison Sheet if you ask for a refund.

When you visit the website

- The website is hosted by Netlify, which keeps standard technical logs, such as your IP address and browser type, to run the site and keep it secure.
- The pages load their fonts from Google Fonts, so your browser shares your IP address with Google when a page loads.
- The website doesn't use advertising or analytics cookies. If I add them, I'll ask for your consent first and update this policy.

When you check out, Whop also collects information under its own privacy policy, including to prevent fraud.

3 How I use it, and why I'm allowed to

Data protection law says I need a lawful reason, called a lawful basis, for each use.

WHAT I DO	LAWFUL BASIS
Take your payment, give you your files and send your receipt	**To carry out our contract**
Answer your emails, send replacement files, and deal with refunds and complaints	**To carry out our contract**
Keep sales and refund records for tax and accounts	**To meet my legal obligations**

Prevent fraud and stop the files being shared without permission	**My legitimate interest in running a safe business**
Run a working, secure website	**My legitimate interest in running a safe business**
Send you news or offers by email	**Only with your consent. You can unsubscribe at any time.**

4 Who I share it with

Only the services I use to run the business, and only what each one needs:

- **Whop**, which runs the checkout, takes payment and gives you your files
- **Google**, which provides my business email (Gmail) and the website fonts
- **Netlify**, which hosts the website
- an accountant or HMRC, where needed for tax and accounts
- the police, a court or a regulator, if the law requires it

I never sell your personal information, and I don't share it with anyone for their own marketing.

5 Information sent outside the UK

Whop, Google and Netlify are based in the United States and may store or process your information there. When your information leaves the UK, it's protected by the safeguards UK data protection law requires, such as the UK-US data bridge or approved contract terms.

6 How long I keep it

- **Order and refund records:** six years after the end of the tax year they belong to, because the law requires business records to be kept.
- **Emails:** up to two years after we were last in touch, unless they're part of an order or refund record.
- **A filled-in sheet sent for a refund:** deleted once the refund is dealt with. A note of the refund stays with the order record.
- **Consent to marketing emails:** until you unsubscribe.

7 Keeping it safe

Your information is kept in secure, password-protected accounts, and I'm the only person with access to them.

8 Your rights

Under UK data protection law, you can ask me to:

- give you a copy of the information I hold about you
- correct anything that's wrong
- delete your information (I may need to keep order records for tax)
- restrict or object to how I use it
- send it to you or another service in a format you can use
- stop using it for anything you consented to, such as marketing emails

Email me at beforeyousignkit@gmail.com. There's no charge, and I'll reply within one month.

9 Complaints

If you're unhappy with how I've handled your information, please tell me first so I can put it right. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection regulator, at ico.org.uk or on 0303 123 1113.

10 Children

The kit is for adults. I don't knowingly collect information from anyone under 18.

11 Changes to this policy

If anything changes, I'll update this policy and the date at the top.