



BRAKE YOUR LIMIT

PRIVACY POLICY | VERSION 1.8

Effective date: August 11, 2026

Contact: privacy@brakeyourlimit.com

1. Purpose and scope

This privacy policy explains how Brake Your Limit handles personal information. Brake Your Limit is operated by Ian Brake, who is the controller for the personal information described in this policy.

This policy applies to brakeyourlimit.com, Decision Lab, Decision Councils, Strategy Chamber, Play This Out, workshops, speaking engagements, coaching and consulting inquiries, assessments, downloadable resources, experience records, community participation, email communications, and related services.

This policy explains what is collected, why it is used, who helps process it, how long it is kept, and the choices and rights available to you.

2. Information we may collect

We collect information you provide directly, information needed to deliver a service, and limited technical information produced when you use the website.

Identity and contact information: name, email address, organization, role, Skool member name, participant reference, and contact preferences.

Service and membership information: membership level, workshop or event context, inquiries, bookings, participation records, and communications.

Podcast guest and editorial information: guest suggestions and applications; contact details; biography and pronunciation; story ideas, timelines, source material, links, and prior coverage; topics that are private or require care; recording, accessibility, and scheduling needs; and information provided during research, production, release, and follow-up.

Decision and experience information: decisions, reflections, outcomes, assumptions, observations, decision context, Decision Tax categories, clarity ratings, environmental conditions, learning, and links you choose to provide to related Brake Your Limit Skool posts.

Clock Decision information: display title, decision type, deadline, requested input, status, discussion and outcome links, uncertainty, waiting costs, update notes, and the member name supplied for administration.

Choice and consent information: the consent version and timestamp; optional personal check-in, de-identified research, de-identified quotation, Decision Autopsy contact, and attributed case-study contact choices; and any requested reminder date and email.

Technical information: information normally supplied by a browser or hosting service, such as IP address, device or browser information, request time, referring page, security events, and basic site-use information where enabled.

Please do not submit confidential information about another person unless you are authorized to do so. Avoid including names or details that are not necessary for the reflection.

3. How and why we use information

We use information to provide and administer services; respond to inquiries; support members and participants; create requested records and outputs; understand whether experiences are useful; improve decision methods and learning environments; maintain security; meet legal obligations; and communicate where requested.

Our lawful bases may include performance of a contract or steps requested before entering one; legitimate interests in operating, securing, evaluating, and improving Brake Your Limit; consent where a specific optional use is offered; and compliance with legal obligations.

Where we rely on legitimate interests, we consider the purpose, necessity, and effect on the individual. Optional publication and research permissions are not required to receive the underlying experience.

4. Decision Lab Experience Records

The Experience Record helps a participant close a decision cycle or capture what became visible through a Brake Your Limit experience. A private reflection is not permission to publish it.

Decision Lab, Decision Council, and Strategy Chamber records require the applicable access code and a Skool member name. Workshop, speaking-session, and other invited records use an event code. Access codes are checked by the website but are not written to the experience spreadsheet.

The linked Radar outcome flow is only for a decision already represented by an eligible Brake Your Limit Skool post, including a named or administrator-assigned anonymous community profile. Decisions intentionally kept confidential or outside Skool must not be entered into this digital flow.

The browser generates a standardized community outcome for the participant to copy into the existing post. Finalization then saves the Experience Record, closes only the stably linked Radar decision, and includes the eligible outcome in the protected Outcome Library. The website does not publish the Skool comment or move the post automatically.

5. Core operations, optional choices, and reminders

Saving an Experience Record, closing its linked Radar decision where applicable, and including an eligible linked outcome in the protected Outcome Library are core service operations rather than consent checkboxes.

Optional choices are separate and unchecked: personal check-in, de-identified aggregate research, de-identified quotation, contact about a Decision Autopsy, and contact about an attributed case study. Decision Autopsy and case-study choices permit contact only and are not publication consent. A later specific agreement is required before attributed publication.

A requested reminder records the selected date and email. An email is scheduled only when the protected reminder service is explicitly enabled with a current restricted provider key. A pending reminder record is not a promise that an email has been scheduled. You may decline every optional choice and still receive the underlying service.

6. Live Radar and Outcome Library

Decision Radar is a private member attention system for active Clock Decisions. It displays the minimum community information needed to direct attention while time remains part of the decision.

Each decision has a stable internal identifier persisted in the operational Google record. Atomic finalization binds that identifier to its canonical community URL and uses an idempotency key so a retry cannot create duplicate Experience, Radar, or library records.

The member-facing Radar may show a display title, decision type, deadline, requested input or current note, status, and community link. The protected Outcome Library may show origin experience, conclusion status, decision type, Ring or pattern, environment, date, transferable insight, community link, and named versus anonymous-profile status.

An authorized administrator may retain the assignment mapping for an anonymous community profile in restricted administration records. That mapping is not included in the member-facing Radar or Outcome Library.

The website checks a Decision Lab access code before retrieving Radar information. Access codes are invitation controls rather than proof of identity. Members should avoid including confidential names or identifying information in display titles and current notes.

Google Forms, Google Sheets, and Google Apps Script provide the underlying submission, update, storage, calculation, and protected transfer infrastructure.

7. Storage and service providers

Brake Your Limit uses selected providers to operate its website and services. Depending on the activity, these may include website hosting and infrastructure providers; Google Workspace, Google Sheets, and Google Apps Script for protected operational records; Skool for the community and membership environment; Tally for assessments; Resend for website email delivery; and professional advisers or contractors where reasonably necessary.

The website sends Experience and finalization requests to a protected Google Apps Script receiver. The receiver checks a server-held secret, uses a script lock, validates the stable Radar ID and canonical community URL, and records idempotency before returning a permanent record ID. The public form has no function for reading the unrestricted sheet.

Resend may process an explicitly requested reminder email after the reminder service is activated. The sender is reminders@brakeyourlimit.com and replies are directed to ian@brakeyourlimit.com. Provider idempotency and the operational reminder record reduce duplicate scheduling.

Service providers process information under their own security and contractual arrangements. Information is shared only to the extent reasonably necessary for the relevant purpose.

8. Play This Out guest and editorial records

A public guest suggestion or application starts an editorial review. It does not guarantee an invitation, recording, publication, or release date.

Invited guests may receive a private research link protected by a rotatable invitation code. The page is excluded from the sitemap, search indexing, public caching, and automated quotation. The invitation code is an access control rather than an authenticated account and should not be forwarded.

Research answers help prepare the conversation, verify facts, understand boundaries, arrange accessibility or recording needs, and make an editorial decision. Brake Your Limit may retain relevant correspondence, research notes, source links, recordings, transcripts, release documentation, and production files where needed to develop, publish, administer, evidence, or archive the program.

Completing guest research is not permission to publish every detail supplied. Recording, quotation, attribution, and publication arrangements are handled separately. Guests should not submit confidential information about another person unless they are authorized to do so.

Podcast and guest-production questions may be sent to podcast@brakeyourlimit.com. Privacy requests may be sent to privacy@brakeyourlimit.com.

9. International processing

Some providers may process information outside the United Kingdom. Where UK data-protection law requires safeguards, we rely on an applicable adequacy regulation, approved contractual safeguards such as the UK International Data Transfer Agreement or UK Addendum, or another lawful transfer mechanism. You may ask for more information about the relevant safeguard by contacting us.

10. Retention

We keep personal information only for as long as it is reasonably needed for the purpose collected, to maintain appropriate business and legal records, to resolve disputes, or to meet legal obligations.

Experience records linked to an identifiable participant are reviewed regularly and ordinarily retained for up to 24 months after the participant's last relevant activity, unless a longer period is requested, required for an active service, or reasonably needed for a legal or safeguarding reason. Contact and case-development permissions are retained until completed, withdrawn, or no longer relevant.

Active Clock Decision records are kept while the decision is open and for a reasonable period afterward to preserve update and outcome history. Eligible outcomes may remain in the protected Outcome Library as part of the member and method record, subject to periodic review, membership needs, legal obligations, and applicable rights. Reminder and consent records are retained only while needed for their stated operational or evidential purpose.

Unsuccessful guest suggestions and preliminary podcast inquiries are ordinarily deleted or anonymized within 24 months after the last relevant contact. Where an episode is recorded or published, relevant editorial, rights, production, transcript, correspondence, and source records may be retained for the life of the program and afterward where reasonably needed for archive, attribution, contractual, evidential, or legal purposes.

Financial, contractual, and tax records may be retained for up to six years or another period required by law. Information that has been irreversibly anonymized may be retained for research, trend analysis, and method development because it no longer identifies an individual.

11. Security and access

We use proportionate organizational and technical controls, including protected server variables, access codes, input validation, restricted spreadsheet access, payload limits, anti-automation measures, and separation of contact and anonymous-research views.

No online system can be guaranteed completely secure. Access codes are invitation controls, not proof of identity. Do not share private membership or event links publicly. If you believe information or a code has been exposed, contact us promptly.

12. Your rights

Depending on the circumstances and lawful basis, you may have rights to be informed; request access; request correction; request erasure; restrict processing; object to processing; request data portability; withdraw consent; and complain to the Information Commissioner's Office.

The right to object applies particularly where processing is based on legitimate interests or relates to direct marketing. To exercise a right, email privacy@brakeyourlimit.com. We may need enough information to confirm identity and locate the relevant record.

You can contact the Information Commissioner's Office at ico.org.uk if you are dissatisfied with how your information has been handled. We would appreciate the opportunity to address the concern first.

13. Automated decisions, children, and external links

Brake Your Limit does not use Experience Records to make solely automated decisions that produce legal or similarly significant effects. Scores and classifications are reflective tools, not medical, legal, financial, employment, or psychological determinations.

The services are intended for adults and are not knowingly directed to children. The website may link to third-party services whose privacy practices are governed by their own notices.

14. Changes and contact

We may update this policy when services, providers, or legal requirements change. The current version and effective date will be published on brakeyourlimit.com/privacy. Material changes will be highlighted where appropriate.

Privacy questions, requests, corrections, objections, withdrawals, and deletion requests may be sent to:

Ian Brake / Brake Your Limit

Email: privacy@brakeyourlimit.com

Website: <https://www.brakeyourlimit.com/privacy>