

Privacy Policy

The Doctoral Circle: how we handle your personal data

Version 1.0 · Effective 25/08/2026 · Last updated 25/08/2026

Controller: PhDtoProf

1. Who we are

1.1 This policy explains how PhDtoProf collects and uses personal data about you.

1.2 We are the **controller** of the personal data described in this policy. That means we decide why and how it is used.

1.3 You can contact us about anything in this policy at hello@phdtoprof.com.

1.4 This policy covers the Doctoral Circle membership, our website at whop.com/phd2prof/doctoral-circle our live sessions and our email list. It does not cover third-party platforms' own use of your data as controllers in their own right, see section 7.

2. The short version

What we do with your data, in six lines.

We collect what we need to run your membership: who you are, what you bought, what you post in the community, and what you tell us about where you are in your doctorate.

Live sessions are recorded and the recordings go into the members-only Vault. You can keep your camera and microphone off.

We never sell your data, and we do not use it for advertising.

We use a small number of well-known suppliers — Whop Zoom, Kajabi — and some of them are based in the United States.

You can ask us for a copy of your data, ask us to correct or delete it, or unsubscribe from marketing, at any time: hello@phdtoprof.com

3. What personal data we collect

3.1 Information you give us

- **Identity and contact data** — your name, email address, country or time zone, and any profile photo or biography you choose to add.
- **Membership data** — the plan you chose, when you joined, your founding member status, and your membership history.
- **Community content** — posts, questions, replies, commitments on the Accountability Wall, chat messages, and any extract of your own work you choose to share.
- **Member Pulse responses** — your stage, your target submission date, hours a week available, a confidence rating, and the one thing most in your way.
- **Booking information** for the Doctorate Diagnostic, and anything you send us in advance of it.

- **Correspondence** — emails, direct messages and support requests.
- **Marketing preferences** — whether you have subscribed to the newsletter and whether you have consented to being quoted.

3.2 Information created when you take part

- **Session recordings** — video, audio, chat transcript, participant name and anything visible on your screen if you share it.
- **Attendance and participation records** — which sessions you joined, and whether you posted, which we may need in order to assess a Momentum Guarantee claim.

3.3 Information we receive from others

- **From Whop** — your account identifier, the plan you bought, transaction records, renewal and cancellation status, and the country used for tax. **We do not receive or store your full card number.**
- **From our email and website platform** — whether emails were delivered and opened, and which pages were visited.

3.4 Technical data

- IP address, approximate location derived from it, device and browser type, and pages viewed on our website, collected through cookies and similar technologies — see section 9.

3.5 Special category data

We do not ask for information about your health, disability, beliefs, ethnicity, sexual life or similar. Members sometimes mention such things anyway, for example a health problem behind a period of no writing, or a disability affecting a submission deadline. **Please share only what you want the room to know.** Where you volunteer that kind of information to us in a session, a post or a message, we rely on your explicit consent to hold it in that context, and you can ask us to delete it at any time.

If your own research involves personal data about your research participants, **do not post it in the community.** Discuss your methods, not your identifiable data.

4. Why we use it, and our lawful basis

What we do	Data used	Lawful basis
Set up and run your membership, give you access, take payment and issue receipts	Identity, contact, membership, payment records	Performance of a contract with you
Deliver live sessions and make recordings available in the Vault	Recordings, attendance	Performance of a contract; our legitimate interest in providing a recorded library to all members
Answer your questions and give feedback on your work	Community content, AMA submissions, correspondence	Performance of a contract
Run the community, moderate it and enforce the house rules	Community content, participation records	Legitimate interest in a safe, functioning community
Understand whether the programme is working, plan the curriculum and measure retention	Member Pulse responses, participation records, aggregated statistics	Legitimate interest in improving and evidencing the programme

What we do	Data used	Lawful basis
Assess a Momentum Guarantee claim	Participation records, commitments posted, attendance	Performance of a contract
Send you the newsletter and marketing about our other services	Contact data, marketing preferences, engagement	Consent, or legitimate interest in marketing to existing customers where the law allows, with an unsubscribe link every time
Use your name, words or results in marketing	Whatever you agree to	Your specific consent, withdrawable at any time
Keep accounting and tax records, and handle complaints or legal claims	Identity, transaction records, correspondence	Legal obligation; and legitimate interest in establishing or defending claims
Keep our systems and the community secure	Technical data, account logs	Legitimate interest in security

4.1 Where we rely on **legitimate interests**, we have considered whether our interest is overridden by your rights, and we have concluded that it is not. You can ask us for that assessment, and you can object — see section 11.

4.2 Where we rely on **consent**, you can withdraw it at any time. Withdrawing consent does not affect what we did lawfully before you withdrew it.

5. Session recordings, in more detail

5.1 Every live session is recorded so that members who cannot attend are not left behind.

5.2 A recording may include your image, voice, name and chat messages. **If you would prefer not to appear, keep your camera and microphone off and take part in the chat** — you will still get the full value of the session.

5.3 Recordings are stored in the members-only Doctoral Vault and are visible only to current members and to us. We will not publish a recording that identifies you outside the membership, or use one in marketing, without your separate written permission.

5.4 If you appear in a recording and want it removed or edited, email. We will remove or edit it where we reasonably can, and tell you honestly where we cannot, for example where your contribution is inseparable from a long teaching segment. In that case we will consider muting, cutting or replacing the segment.

5.5 We keep recordings for 3 years from the date of the session, and then delete them.

6. The community is visible to other members

6.1 Anything you post in the community, your introduction, your questions, your commitments, your wins, an extract of your work, is visible to every other member, and to us. Some of it stays visible after you leave unless you ask us to remove it.

6.2 Other members are independent of us. We require them, as a condition of membership, to keep what they see inside the room confidential and not to copy or share it, but **we cannot guarantee their behaviour**. Post accordingly.

6.3 You can ask us to delete your posts when you leave. Where a post is part of a thread others have replied to, we may anonymise it rather than delete it, so that the thread still makes sense.

7. Who we share your data with

7.1 We use a small number of suppliers who process personal data on our instructions, under a written contract. **Check this list against the tools you actually use before publishing, and update it when you change a tool.**

Supplier	What it does	Data involved	Where
Whop	Membership platform, checkout, community hosting, access control	Identity, account, payment records, community content	United States
Zoom	Live sessions and recording	Name, image, voice, chat	United States
Kajabi	Website, landing pages, email marketing	Contact data, marketing engagement	United States
Google Forms	The Member Pulse form	Pulse responses, email if you give it	EU/United States

7.2 Whop and the other platforms also process some data as controllers in their own right, for their own account security, fraud prevention and platform analytics. Their own privacy notices govern that, and we suggest you read Whop's.

7.3 We may also disclose personal data to our professional advisers, to insurers, to a buyer if we sell the business, and to authorities, courts or regulators where the law requires it.

7.4 **We do not sell your personal data, and we do not share it with advertisers.**

8. International transfers

8.1 Some of our suppliers are based in the United States or store data there. That means your personal data may be transferred outside the UK / EEA.

8.2 Where that happens, we rely on one or more of: the [UK Extension to the EU-US Data Privacy Framework / EU-US Data Privacy Framework] where the supplier is certified; the **Standard Contractual Clauses** approved by the European Commission, with the UK Addendum where relevant; or your explicit consent.

8.3 You can ask us for a copy of the safeguards in place for any particular transfer by emailing hello@phdtoprof.com

9. Cookies

9.1 Our website and the platforms we use set cookies. Some are strictly necessary, they keep you logged in and keep the checkout working. Others measure how the site is used, or support our email marketing.

9.2 Non-essential cookies are only set where you have consented through the cookie banner, and you can change your choice at any time

9.3 Whop and Zoom set their own cookies when you use them. Their notices explain those.

10. How long we keep it

Data	Kept for
Account, membership and access records	While you are a member, then 2 years after your membership ends
Transaction and tax records	6 years / 7 years from the end of the tax year, as required by law
Community posts and threads	While the community runs, unless you ask for removal — see 6.3
Session recordings	3 years from the session
Ask Me Anything threads and answers	Indefinitely, because later members rely on the answers. We will anonymise yours on request
Drafts and work you send us	12 Months after the session it related to, then deleted
Member Pulse responses	3 years, and indefinitely in aggregated, non-identifying form
Marketing list data	Until you unsubscribe, then a minimal suppression record so we do not email you again
Correspondence about a complaint or claim	6 years from resolution

10.1 Where we no longer need data to identify you, we may keep it in aggregated or anonymised form — for example the proportion of members who moved from confidence 4 to confidence 7 in a term. Anonymised data is no longer personal data.

11. Your rights

11.1 You have the right to:

- **be told** how we use your data, this policy;
- **access** a copy of the personal data we hold about you;
- **correct** anything inaccurate or incomplete;
- **erase** your data, where we no longer have a good reason to keep it;
- **restrict** how we use it, while a dispute about it is resolved;
- **object** to processing based on legitimate interests, and to direct marketing at any time and without reason;
- **portability**, receive certain data in a machine-readable format, or have it sent to another provider;
- **withdraw consent** at any time where we rely on it.

11.2 To exercise any of these, email **us**. We will respond within one month, and will tell you if we need longer because the request is complex.

11.3 There is no charge, unless a request is manifestly unfounded or excessive. We may need to verify your identity first.

11.4 Some rights have limits. For example, we may need to keep transaction records for tax even after you ask for erasure, and we may anonymise rather than delete a post that others have replied to.

12. Complaints

12.1 If you are unhappy with how we have handled your data, please tell us first at hello@phdtoprof.com so that we can put it right.

13. Security

13.1 We take reasonable technical and organisational measures to protect your data, including access controls on the platforms on our own accounts, and limiting access to those who need it.

13.2 No online service is completely secure. If a breach occurs that is likely to result in a risk to your rights, we will notify the supervisory authority and, where required, you.

14. Automated decisions and children

14.1 We do not make decisions about you by automated means alone, and we do not profile you in any way that produces legal or similarly significant effects.

14.2 The Circle is for adults. We do not knowingly collect data about anyone under 18. If you think we have, tell us and we will delete it.

15. Changes to this policy

15.1 We may update this policy. The version and date are at the top.

15.2 Where a change is material, a new supplier holding your data, a new purpose, a longer retention period — we will tell members by email or in the community before it takes effect.