

# PRIVACY POLICY

## Career AI Academy

Effective Date: March 20, 2026 | Last Updated: March 20, 2026

### 1. Introduction & Our Commitment to Privacy

Career AI Academy (operated by Erika J. Thomas, hereinafter 'Career AI Academy,' 'we,' 'us,' or 'our') is committed to protecting the privacy and personal information of every client, prospective client, community member, and website visitor who interacts with our business.

This Privacy Policy explains how we collect, use, store, share, and protect your personal information across all Career AI Academy platforms and services, including our website (careeraiacademy.com), our booking platform (iclosed.io), our Whop storefront, our private Skool community, our LinkedIn profile (linkedin.com/in/erikajthomas/), and our YouTube channel (@Coach\_Bae).

By accessing or using any Career AI Academy service or platform, you consent to the data practices described in this Privacy Policy. If you do not agree with this Policy, please do not use our services or provide us with your personal information.

### 2. Information We Collect

We collect personal information in several ways — directly from you, automatically through platform interactions, and through third-party services we use to operate our business. The types of information we may collect include:

#### Information You Provide Directly:

- Full name and professional title
- Email address and phone number
- LinkedIn profile URL and professional background
- Current employer, job title, target role, and career goals
- Payment information (processed securely through Whop, Stan Store, or other payment processors — Career AI Academy does not store full card details)
- Information shared during coaching calls, strategy sessions, or community interactions
- Survey responses, testimonials, and feedback submitted to us voluntarily

#### Information Collected Automatically:

- IP address and approximate geographic location
- Browser type, device type, and operating system
- Pages visited on careeraiacademy.com and time spent on site
- Referral source (e.g., LinkedIn, YouTube, Google search)
- Interaction data within the Skool community platform

#### Information from Third-Party Platforms:

- LinkedIn profile data if you connect with us or book through a LinkedIn-linked form
- YouTube engagement data (views, comments) through YouTube Analytics
- Payment and transaction data from Whop and previously Stan Store

### **3. How We Use Your Information**

Career AI Academy uses the personal information we collect for the following purposes:

- To process your enrollment and deliver program services, including granting access to course materials and the Skool community
- To schedule and conduct 1-on-1 or group coaching sessions
- To communicate with you about your program progress, announcements, and updates
- To process payments and manage your account or payment plan
- To personalize your coaching experience based on your career background, goals, and program activity
- To send program-related emails, onboarding materials, and follow-up communications
- To improve our course content, coaching approach, and overall client experience
- To monitor community activity for compliance with our community standards
- To share anonymized or attributed client results and testimonials in our marketing (with your consent or in accordance with Section 9 of our Terms of Service)
- To comply with legal obligations, resolve disputes, and enforce our Terms of Service

### **4. Legal Basis for Processing**

Where applicable under data protection laws, Career AI Academy processes personal data under the following legal bases:

- **Contractual Necessity:** Processing is required to fulfill our agreement with you and deliver the services you purchased
- **Legitimate Interests:** Processing is necessary for our legitimate business interests, including marketing, service improvement, and fraud prevention
- **Consent:** Where you have provided explicit consent for a specific use (e.g., use of your testimonial in marketing materials)
- **Legal Compliance:** Processing is required to comply with applicable laws and regulations

### **5. How We Share Your Information**

Career AI Academy does not sell, rent, or trade your personal information to third parties. We may share your information only in the following limited circumstances:

- **Service Providers:** We share data with trusted third-party service providers who assist in operating our business, including payment processors (Whop), email marketing platforms, community software (Skool), video hosting (YouTube), and booking tools

(iClosed.io). These providers are contractually obligated to use your data only as directed by us and in accordance with this Policy.

- **Legal Requirements:** We may disclose your information when required by law, subpoena, court order, or other legal process, or when we believe disclosure is necessary to protect the safety, rights, or property of Career AI Academy, our clients, or the public.
- **Business Transfers:** In the event of a merger, acquisition, or sale of Career AI Academy's business or assets, your information may be transferred to the acquiring entity, subject to the same privacy protections outlined in this Policy.
- **With Your Consent:** We may share your information for any other purpose with your explicit prior consent.

## **6. Third-Party Platforms & Links**

Career AI Academy operates across several third-party platforms that have their own privacy policies and data practices, which are independent of this Policy. These include:

- Skool (community platform): [skool.com/privacy](https://skool.com/privacy)
- Whop (payment and storefront): [whop.com/privacy](https://whop.com/privacy)
- LinkedIn: [linkedin.com/legal/privacy-policy](https://linkedin.com/legal/privacy-policy)
- YouTube / Google: [policies.google.com/privacy](https://policies.google.com/privacy)
- iClosed (booking): applicable platform terms

We encourage you to review the privacy policies of any third-party platform you interact with through Career AI Academy. We are not responsible for the data practices of these platforms.

## **7. Data Retention**

We retain your personal information for as long as is necessary to fulfill the purposes for which it was collected, including providing ongoing program access, complying with legal obligations, resolving disputes, and enforcing our agreements.

Specifically:

- Client records and coaching notes are retained for the duration of your program and for up to 3 years thereafter for business and legal recordkeeping purposes
- Payment records are retained as required by applicable tax and financial regulations
- Community interaction data is retained in accordance with Skool's data retention policies
- Marketing communication records are retained until you unsubscribe or request deletion

When personal data is no longer required, we will securely delete or anonymize it in a manner that prevents unauthorized access or recovery.

## **8. Data Security**

Career AI Academy takes reasonable and appropriate technical and organizational measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. These measures include:

- Use of SSL/TLS encryption for data transmitted through our website
- Secure third-party payment processing — we do not store full credit card numbers or sensitive financial data directly
- Access controls limiting who within our operations can view client data
- Regular review of our data handling practices and service provider agreements

While we take every reasonable precaution, no method of data transmission or storage is 100% secure. By using our services, you acknowledge that you provide information at your own risk and that we cannot guarantee absolute security.

## **9. Your Rights & Choices**

Depending on your location and applicable law, you may have the following rights regarding your personal information:

- **Access:** Request a copy of the personal information we hold about you
- **Correction:** Request that inaccurate or incomplete personal information be corrected
- **Deletion:** Request that we delete your personal information, subject to legal retention obligations
- **Restriction:** Request that we limit the processing of your personal data in certain circumstances
- **Portability:** Request that we provide your data in a portable, machine-readable format
- **Objection:** Object to our processing of your personal data for marketing or other legitimate interest purposes
- **Withdraw Consent:** Where processing is based on your consent, you may withdraw that consent at any time

To exercise any of these rights, please contact us using the information provided in Section 12 of this Policy. We will respond to all requests within a reasonable timeframe and in accordance with applicable law. Please note that some requests may be subject to identity verification.

## **10. Marketing Communications**

With your consent or as part of our legitimate business interests, Career AI Academy may send you emails, messages, or content related to our programs, career tips, new offerings, and community updates. You may opt out of marketing communications at any time by:

- Clicking the 'Unsubscribe' link in any marketing email
- Replying to any email with 'Unsubscribe' in the subject line
- Contacting us directly at the information provided in Section 12

Please note that even if you opt out of marketing communications, we may still send you transactional or service-related messages related to your active enrollment, payment, or account status.

## **11. Children's Privacy**

Career AI Academy's programs and services are intended exclusively for adults aged 18 and older. We do not knowingly collect, solicit, or store personal information from individuals under the age of 18. If we become aware that we have inadvertently collected personal information from a minor, we will take prompt steps to delete that information from our records.

If you believe that a minor has provided us with personal information without parental consent, please contact us immediately using the information in Section 12.

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

Career AI Academy reserves the right to update or modify this Privacy Policy at any time to reflect changes in our business practices, legal requirements, or the services we offer. When we make material changes to this Policy, we will notify active clients via email or a prominent notice within the Skool community.

The date of the most recent revision will always be displayed at the top of this document. Your continued use of our services following any update constitutes your acceptance of the revised Privacy Policy. We encourage you to review this Policy periodically to stay informed about how we protect your information.

## **13. Contact Us**

If you have any questions, concerns, or requests related to this Privacy Policy or the handling of your personal information, please contact us at:

Career AI Academy

Operated by: Erika J. Thomas

Website: [careeraiacademy.com](https://careeraiacademy.com)

LinkedIn: [linkedin.com/in/erikajthomas/](https://www.linkedin.com/in/erikajthomas/)

Booking / Inquiries: [app.iclosed.io/e/careeraiacademy/career-ai-strategy-session](https://app.iclosed.io/e/careeraiacademy/career-ai-strategy-session)

We are committed to addressing all privacy-related inquiries promptly and transparently.

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*By using any Career AI Academy service or platform, you acknowledge that you have read and understood this Privacy Policy and consent to the collection and use of your information as described herein.*