

Privacy Policy

Your Light Success Mastery

Effective Date: 26 March 2026

1. Introduction

Your Light Success Mastery (ABN provided upon request) is committed to protecting the privacy of individuals who interact with our website, services, and communications. This Privacy Policy explains what personal information we collect, how we collect it, why we use it, and how we protect it.

This policy is governed by the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). By using our website at yourlight.com.au or submitting information through our forms, you acknowledge and accept the practices described in this policy.

2. Who We Are

Your Light Success Mastery is an executive performance consulting practice operated by Craig Wilkins, based in Australia. We provide evidence-based strategic performance optimisation services to senior executives and organisations.

Contact: craig@yourlight.com.au

3. Information We Collect

3.1 Information You Provide Directly

When you submit a form, enquiry, or request through our website, we may collect:

- Your full name
- Email address
- Organisation or business name
- Job title or role
- Any additional information you choose to provide in message fields

3.2 Information Collected Automatically

When you visit our website, certain technical information may be collected automatically, including:

- IP address and approximate geographic location
- Browser type and version
- Pages visited, time on site, and navigation patterns
- Device type and operating system

This information is collected through standard web analytics tools including Google Analytics 4 (GA4) and is used in aggregate, anonymised form to improve website performance and user experience.

4. How We Use Your Information

Information collected through Your Light Success Mastery is used for the following purposes:

- Responding to your enquiry or request for services
- Delivering requested resources including the Executive Clarity Brief
- Managing ongoing client communication and service delivery

- Sending relevant follow-up communications related to your enquiry (you may unsubscribe at any time)
- Improving our website, services, and communications based on aggregated usage data
- Meeting our legal and administrative obligations

We do not use your personal information for unrelated purposes without your consent.

5. Disclosure of Your Information

Your personal information will not be sold, traded, or rented to third parties. We may share information only in the following limited circumstances:

- With service providers who assist in operating our website or delivering our services (see Section 6)
- Where required or permitted by Australian law
- With your express consent

All third-party service providers engaged by Your Light Success Mastery are required to handle personal information in a manner consistent with the Australian Privacy Principles.

6. Third-Party Services

Our website and operations make use of the following third-party platforms, each of which operates under their own privacy policies:

- Wix.com — website hosting and form collection (wix.com/about/privacy)
- Google Analytics 4 — website usage analytics (policies.google.com/privacy)
- Email delivery service — for sending automated communications following form submission

We encourage you to review the privacy policies of these services if you have concerns about how they handle data.

7. Cookies and Analytics

Our website uses cookies and similar tracking technologies to improve functionality and understand how visitors interact with our content. Cookies used on this site include:

- Essential cookies — required for basic website functionality
- Analytics cookies — used by Google Analytics to collect anonymised usage data

You may manage or disable cookies through your browser settings. Please note that disabling certain cookies may affect the functionality of the website.

8. Data Storage and Security

Personal information collected through this website is stored using industry-standard security measures provided by our hosting and CRM platforms. We take reasonable steps to protect your information from misuse, loss, unauthorised access, modification, or disclosure.

No method of data transmission over the internet is completely secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

9. Your Rights

Under the Australian Privacy Act 1988, you have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate, out-of-date, or incomplete information
- Request that we delete your personal information where we are no longer required to retain it

- Lodge a complaint if you believe your privacy has been mishandled

To exercise any of these rights, please contact us at craig@yourlight.com.au. We will respond within a reasonable timeframe, typically within 30 days.

10. Complaints

If you believe we have breached your privacy rights, please contact us in the first instance at craig@yourlight.com.au. We will acknowledge your complaint promptly and work to resolve it in good faith.

If you are not satisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC) at oaic.gov.au.

11. Changes to This Policy

Your Light Success Mastery may update this Privacy Policy from time to time to reflect changes in our practices, services, or legal obligations. The current version will always be available at yourlight.com.au. The effective date at the top of this document indicates when the policy was last revised.

12. Contact

For any questions, requests, or concerns regarding this Privacy Policy, please contact:

Craig Wilkins

Your Light Success Mastery

Email: craig@yourlight.com.au

Website: yourlight.com.au