



## **GDPR and Privacy Policy**

The personal data I collect will only be used for:

- Ensuring that my tutoring sessions are conducted in a safe environment and that the child's needs are met.
- Providing parents/carers with feedback relating to the child's tutoring sessions.
- Contacting parents/carers with information relevant to the tutoring agreement.
- Contacting parents/carers in the event of an emergency.

### **Legal bases/contractual fulfilment**

- The information I request is necessary to ensure I can provide the agreed services.

### **Legitimate interest**

- The data I request will inform the services I provide, therefore they directly benefit the tutee. The information I request will be processed and used reasonably to inform the services I provide.

### **Safeguarding compliance**

- In case of safeguarding, procedures need to be followed and to ensure that all my tutees are safeguarded accordingly.
- Data may be confidentially shared with appropriate authorities when needed.
- The categories of data which may be collected and stored for each tutee are personal identifiers: parent/carer full name, parent/carer email address, parent/carer contact number, parent/carer billing postal address, 2<sup>nd</sup> emergency contact name, 2<sup>nd</sup> emergency contact phone number, child's full name, child's school year group, subjects to be taught, the child's areas of strength and weakness, if the child has additional needs, if the child has any allergies or medication and finally, any additional information deemed necessary by the parent/carer.

### **Consent**

- Your data will be stored securely on my computer, which is password protected.
- I do not keep paper documents of personal information.
- My accountant will need access to my accounts, which may display a client's name and a reference number. In rare cases, my accountant may require access to some or all of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure



that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

- When providing the information, you are also agreeing that I can use the data to ensure that the services provided meet the tutee's needs and that I can communicate with you to that effect.
- Your data is deleted when our tutoring agreement ends.
- I will not share or discuss your data or details of our tutoring agreement with anyone else.

### Your data protection rights

You have rights under Data Protection Law, which include:

- Your right of access
  - You have the right to ask us for copies of your personal information.
- Your right to rectification
  - You have the right to ask us to rectify personal information you think is inaccurate.
  - You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure
  - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing
  - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing
  - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability
  - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.
- Please contact me at [3 Parley Road, Bournemouth, BH9 3BD](https://www.3parleyroad.co.uk). My email is: [sophie@rightstart-tutoring.co.uk](mailto:sophie@rightstart-tutoring.co.uk) or call me on [07538780586](tel:07538780586) or [01202 055022](tel:01202055022) if you wish to make a request.

If this does not resolve your query to your satisfaction, you have the right to lodge a complaint to the Information Commissioner's Office (ICO). The ICO is the supervisory body authorised by the Data Protection Act 2018 to regulate the handling of personal data within the United Kingdom. The contact details for the Information Commissioner's Office are:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone: 0303 123 1113 Website: <https://ico.org.uk/concerns/>

Our registration number with the Information Commissioners Office is: **7B385674**