



Malvern Tutoring receives, collects, and stores any information in which you enter on my website or provide me via WhatsApp and/or email when you enquire about my tutoring services.

Any information in which you provide me whilst your child is receiving tuition from Katherine Neale on behalf of Malvern Tuition will be kept on an online storage facility which is password protected. You can view this at any time and when you give notice for terminating tuition you will receive all the data I have on your child, and then I will delete the file from my network within 24hours.

Any information shared to myself from your child's school I will store online in their file under protection from a password which will be shared with you. I will only use this information to advise me on how to best deliver and target the lessons further for your child.

I use a variety of software tools to measure and collect information during our sessions which I feel will monitor your child's progression best and are inline with current curriculum objectives.

Any programmes or assessments which I feel will support your child and need key personal information, I will ask your consent before inserting any of this information. Once you have given the six weeks' notice I will remove your child's information from any programme I have enrolled them on to aid extra provision in their learning journey.

I do insert personal and identifiable information which includes title, first name, surname, mobile and email address for invoices which is saved on the database QuickBooks. If notice is given, your details will be removed from this programme once the last payment for tuition is cleared.

Photographs from face-to-face sessions carried out at Malvern Tutoring will be sent via WhatsApp later in the evening to share with any work all these photographs will then be transferred onto the online storage system (and deleted off my phone) under your child's name until notice is given and these then will be deleted permanently.

**I will use your personal details for the following purposes:**

1. *To contact you with term dates and any changes for tuition services*
2. *To provide and operate the tuition services I deliver.*
3. *To create invoices on QuickBooks which will be sent out direct to you.*
4. *To provide your child with ongoing assistant and the best support possible.*
5. *To comply with any applicable laws and regulations.*
6. *To collect fees or monies owed*
7. *To ask for you to review the services provided by Katherine Neale on behalf of Malvern Tutoring.*
8. *To email you to enforce part of the terms and conditions.*

If you don't want us to process your data anymore:

Send an email to: [katie@malverntutoring.co.uk](mailto:katie@malverntutoring.co.uk)

Send us a letter to: Katherine Neale, 3 Walnut Crescent, Malvern WR14 4AX

I reserve the right to modify this privacy policy at any time, so please review it frequently.

*Changes and clarifications will take effect immediately upon their posting on the website. If I make material changes to this policy, I will notify you through an email that it has been updated, so that you are aware of what information I collect, how I use it, and under what circumstances, if any, how I share it.*

If you would like to: access, correct, amend, or delete any personal information I have about you, and your child are invited to:

Send an email to: [katie@malverntutoring.co.uk](mailto:katie@malverntutoring.co.uk)

Send us a letter to: Katherine Neale, 3 Walnut Crescent, Malvern WR14 4AX