



# Primary Tutoring Services



## PRIVACY NOTICE

ABC Primary Tutoring Services is both the data controller and processor of personal information referred to in this privacy notice. The categories of pupil information we process include:

- Personal identifiers and contacts (such as name, contact details and address)
- Characteristics (such as ethnicity and language)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Risk assessments

This personal data collected is essential for ABC Primary Tutoring Services to fulfil its official functions and meet legal requirements. It is collected for the following reasons:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the Department for Education

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing personal information are:

- GDPR: Article 6 – where this processing is necessary for LAs but ultimately for the DfE.
- GDPR: Article 9 – for employment, social security and social protection; health and social care; substantial public interest.

We collect personal information via our referral form. Pupil data is essential for ABC Primary Tutoring Services operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

The personal information about you is stored under strict guidelines and only shared with relevant parties where it is deemed absolutely necessary. Pupil information is routinely shared with some or the entire following list:

- schools
- local authorities
- the Department for Education (DfE)

Under GDPR, parents, pupils and staff have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact whoever has made the referral for your child. This could be your child's last school or your local authority. In the case of staff members, they are to contact the Data Protection Officer of ABC Primary Tutoring Services.