
TAILORED TUITION PRIVACY POLICY

Purpose and Scope of this Policy Statement

Tailored Tuition is committed to being transparent about how it collects and uses the personal data of its guardians/parents/students/tutors and to meeting its data protection obligations. This policy sets out the organization's commitment to data protection, and individual rights and obligations in relation to personal data.

What do we collect?

Registration and student details (for Guardians): this includes details such as your name, email address, home address, telephone number, your child's name, your child's date of birth and your child's educational background.

Details of Tutors (for Tutors): Name, telephone number, email address and details of relevant teaching / tutoring experiences. We may also store your bank details for the purpose of making payments to you for work done through Tailored Tuition.

1.What we do with information?

- 1.1. Your data may be used without limitation for the following purposes:
 - a. to ensure we deliver a good service to guardians and tutors;
 - b. internal data analysis
 - c. to notify you of any changes to Tailored Tuition services
- 1.2. We will be asking you for personal data about you and your child(ren) to deliver a tuition service to you. We will only use your information when the law allows up to. Most commonly, we will use your information in the following circumstances:
 - 1.2.1. Consent: the individual has given clear consent for you to process their personal data for a specific purpose
 - 1.2.2. Contract: the processing is necessary for a contract with the individual
 - 1.2.3. Legal Obligation: the processing is necessary for you to comply with the law (not including contractual obligations)
 - 1.2.4. Vital Interests: the processing is necessary to protect someone's life.

- 1.2.5. Public Task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law
- 1.2.6. Legitimate Interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

2. Processing Data

- 2.1 In accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the seven principles below:
 - 2.1.1 We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.
 - 2.1.2 We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with us in the first place.
 - 2.1.3 We must not collect any more data than is necessary. We will only collect the data we need to hold in order to do the job for which we have collected the data.
 - 2.1.4 We will ensure that the data is accurate and ask parents to check annually and confirm that the data help is still accurate.
 - 2.1.5 We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
 - 2.1.6 We must protect all personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.
 - 2.1.7 We will be accountable for the data. This means that we will be able to show how we (and anyone working with us) are complying with the law.

We have registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

3. Storage & how we keep your information safe

We take reasonable steps to ensure that your information is kept safe and will endeavour to protect it from unauthorised access. Your information will only be kept for a commercially reasonable period of time for the purposes stated above.

- 3.1 We will keep all paper-based records about children and their families securely locked away.
- 3.2 If we keep records relating to individual children on our computers, external or cloud storage, we will store the information securely – for example, in password-protected files – to prevent viewing of the information by others with access to the computer.
Firewall and virus protection software are in place on all devices used. Any backup files will be stored on an encrypted memory stick or hard drive, which we will lock away when not being used.
- 3.3 If we store any records using our website, we will ensure they are compliant with GDPR

4. Access and Safe Disposal of data

- 4.1 You have the right to request a copy of all personal information that we hold about you. Once requested, we will make information available to you within 7 days
- 4.2 We are required by law to keep some data for some time after a child has left tuition. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

5. Suspected Breach

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.

Changes to this policy

This policy may be changed or amended at our absolute discretion. Please review it from time to time so that you are aware of any changes. Any changes will be posted on the Website.

Contact

If you have any questions, please contact us

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Signed:

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Policy reviewed by: Kay Flower



Policy adopted by Tailored Tuition on: 26/03/2019