**Privacy Policy**

**Types of personal information we collect.**

We currently collect and process the following information:

* Names and contact details for both students and parents/guardians.
* The school and year group of the student.
* Curriculum and prior knowledge information e.g. exam board and specification, areas of curriculum that have been identified as weaknesses or strengths.
* Details of any specific educational needs.
* A record of sessions booked, paid for and attended.
* Any other information considered relevant to the session by mutual consent.

**Why we collect personal information.**

We use the information provided by you in order to:

* Communicate information about sessions to both the student and the parent or guardian.
* Ensure the tutor can plan sessions effectively and to meet the students’ needs.

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

* We have a contractual obligation.
* Your consent.

**How we collect personal information.**

The personal information we process is provided to us directly by you. Below are examples of the sources we use:

* Student information forms completed before the student attends their first session.
* Written or email communication with parent/guardian and or student.
* Mini assessments on curriculum content completed before and during sessions.

**Data sharing.**

Your personal information will not be passed to any third parties without your explicit consent unless there is a legal requirement for it to be disclosed.

**Data storage and removal.**

Personal information is stored securely using cloud-based storage. Databases containing student information are also individually password protected.

Personal information will be kept for the remainder of that current academic year and the academic year following the last session attended by the student.

Financial data, that is required for tax purposes, will be kept for 7 years.

After this time all data will be permanently deleted or anonymised.

Please tick the box and sign below to consent.

|  |  |
| --- | --- |
|  | I consent to the processing of personal data, as outlined in this document, for the purpose of science tuition. I have the right to remove my consent at any time but, understand that this may mean the tuition will no longer be able to continue. Contractual obligations as outlined in the terms and conditions will still apply. |
| Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

*Updated October 2022*