

GDPR Policy

1. Introduction

This GDPR (General Data Protection Regulation) policy outlines the measures taken by Arc-Tuition to ensure the protection of personal data collected and processed during the provision of tutoring services. As a private tutor, we are committed to complying with the principles of data protection outlined in the GDPR.

2. Data Controller

Alison Kennedy acts as the data controller and is responsible for collecting and processing personal data for tutoring purposes.

3. Types of Personal Data Collected

We may collect and process the following categories of personal data:

- Contact information: Name, address, email address, and phone number.
- Student information: Name, age, school or educational institution attended, subjects studied, and academic performance.
- Parent or guardian information: Name, contact details, and any specific instructions or requirements related to the tutoring.
- Assessment and progress records: Information about the student's performance, assessments, and progress made during the tutoring sessions.
- Any other relevant information provided by the parent, guardian, or student voluntarily.

4. Purposes of Processing Personal Data

The personal data collected will be used for the following purposes:

- To establish and maintain effective communication with the student, parent, or guardian regarding tutoring arrangements and progress updates.
- To assess the student's academic needs and develop customized tutoring plans.
- To monitor and track the student's progress, provide feedback, and make necessary adjustments to the tutoring approach.
- To fulfill any legal or regulatory obligations that may arise.

5. Legal Basis for Processing Personal Data

The processing of personal data is necessary for the performance of the tutoring services and is based on one or more of the following legal grounds:

- Consent: When explicit consent has been obtained from the parent, guardian, or student.
- Contractual necessity: When the processing is necessary for the performance of the tutoring contract.
- Legal obligation: When processing is required to comply with applicable laws or regulations.

6. Data Retention

Personal data will be retained for as long as necessary to fulfill the purposes outlined in this policy or as required by law. Upon the completion of tutoring services or termination of the contract, personal data will be securely deleted or anonymized, unless retention is necessary for legal or legitimate reasons.

7. Data Security

We take appropriate technical and organizational measures to ensure the security of personal data. This includes, but is not limited to, the following:

- Regularly updating software and systems to maintain their security.
- Using strong passwords and access controls to protect data.
- Encrypting sensitive data and confidential information.
- Restricting access to personal data on a need-to-know basis.
- Regularly training staff on data protection and security practices.

8. Data Sharing and Third Parties

We do not sell, rent, or share personal data with third parties for marketing purposes. However, it may be necessary to share personal data with the following parties:

- Parent or guardian: Information about the student's progress, feedback, and any relevant details related to the tutoring.
- Educational institutions: With the consent of the parent or guardian, we may share information with the student's school or educational institution to coordinate the tutoring efforts and support the student's academic progress.

We will ensure that any third parties involved in the processing of personal data comply with the GDPR requirements and have adequate measures in place to protect personal data.

9. Individual Rights

Under the GDPR, individuals have certain rights regarding their personal data. As a data subject, you have the right to:

- Access your personal data and obtain information about its processing.
- Rectify any inaccuracies or incomplete personal data we hold about you.
- Erase your personal data, subject to legal obligations or legitimate reasons for retention.
- Restrict the processing of your personal data under certain circumstances.
- Object to the processing of your personal data.
- Portability of your personal data to another data controller, if technically feasible.
- Withdraw consent for the processing of personal data, where applicable.

To exercise these rights or for any inquiries or concerns regarding the processing of personal data, please contact us using the contact information provided in this policy.

10. Policy Updates

We reserve the right to update or modify this GDPR policy as necessary. Any updates will be communicated through appropriate channels, and the revised policy will be made available on our website.

