



GDPR Policy for Little Bees Tutoring

Effective Date: 1.12.23

1. Introduction

Little Bees Tutoring, operated by Laura Day, is committed to protecting the privacy and data of its clients and visitors. This GDPR (General Data Protection Regulation) policy outlines how we collect, use, disclose, and safeguard your personal data. It also explains your rights and choices regarding your data.

2. Data Controller

The data controller for Little Bees Tutoring is Laura Day, who is responsible for ensuring the protection and proper use of your personal information. The online booking system and payment processor 'Stripe' are also considered data processors.

3. Data Collection

We collect personal data to provide tutoring services. This data may include:

- Contact Information: Name, address, email address, and phone number.
- Student Information: Age, school, year group, learning needs, and progress reports.
- Communication: Correspondence between you and Little Bees Tutoring.
- Session Information: Records of face-to-face tutoring sessions.

4. Data Usage

We use your data for the following purposes:

- Providing Tutoring Services: To schedule and conduct tutoring sessions.
- Communication: To contact you regarding session updates or other relevant matters.
- Record Keeping: To maintain accurate records of your progress and sessions.
- Improving Services: To analyse data to enhance our tutoring services.

5. Data Sharing

We may share your data with third parties in the following circumstances:

- Payment Processing: With third-party payment processors, such as 'Stripe,' to facilitate billing through the online booking system.
- Legal Obligations: To comply with legal requirements or court orders.
- Consent: With your explicit consent for other purposes.

6. Payment Information and Processing

We do not collect or store payment information directly. Payment transactions are processed securely by a third-party payment processor, 'Stripe.' For information on how Stripe handles your payment data, please refer to Stripe's Privacy Policy: www.stripe.com/gb/privacy.

7. Data Security

We take appropriate measures to protect your data from unauthorised access, disclosure, alteration, or destruction. This includes using secure data storage and transmission methods.

8. Data Retention

We retain your data only as long as necessary to fulfil the purposes outlined in this policy or as required by law. You may request the deletion of your data at any time, subject to legal and contractual obligations.

9. Your Rights

You have the following rights regarding your personal data:

- Access: You can request access to your personal data.
- Rectification: You can request the correction of inaccurate data.
- Erasure: You can request the deletion of your data, subject to legal requirements.
- Restriction: You can request the restriction of data processing under certain conditions.
- Data Portability: You can request the transfer of your data to another party.
- Objection: You can object to the processing of your data in specific situations.

10. Cookies and Tracking

We may use cookies or similar technologies on our website for analytics and functionality purposes. You can manage your cookie preferences through your browser settings.

11. Contact Information

If you have any questions or concerns about our GDPR policy or your personal data, please contact us at:

Little Bees Tutoring

Email: info@LittleBeesTutoring.co.uk

12. Updates to the Policy

We may update this GDPR policy to reflect changes in our data handling practices or legal requirements. Updates will be posted on our website, and the effective date will be amended accordingly.

By using our services, you consent to the terms of this GDPR policy.

Thank you for choosing Little Bees Tutoring.