



Little Bees Tutoring: Privacy Policy

Last Updated: [11.12.23]

Thank you for choosing Little Bees Tutoring for your child's educational needs. I am committed to ensuring the privacy and security of the personal information you provide. This Privacy Policy outlines how I collect, use, and protect your information.

Contact Information:

- **Name:** Little Bees Tutoring
- **Email:** info@littlebeestutoring.co.uk
- **Website:** www.littlebeestutoring.co.uk

Information I Collect:

I collect and process the following information:

Personal identifiers, contacts, and characteristics (e.g., name, contact details):

- Parent/Guardian full name
- Parent/Guardian email address
- Parent/Guardian phone number
- Address: including street name, county and postcode
- Child's full name
- Child's date of birth
- Child's age
- Child's gender
- Medical conditions
- Learning requirements/special educational needs

How I Collect and Why:

Most information is provided directly by you for the purpose of providing appropriate care for your child, maintaining my services, and effective communication. My lawful

basis for processing the personal information relating to you and your child is so that I can fulfil my contract with you.

Health-related information is processed to provide appropriate care for your child. I may also process information based on consent, contractual obligation, legal obligation, vital interest, public task, or legitimate interest under the UK General Data Protection Regulation (GDPR).

Use of Information:

1. Educational Services:

I use the collected information to provide personalised tutoring services to your child. This includes tailoring my teaching methods to accommodate any specific learning requirements or special educational needs.

2. Communication:

I may use your contact information to communicate important updates, schedule changes, or other relevant information about your child's tutoring sessions.

3. Image Use:

If you provide consent, I may use images of your child for promotional purposes on my social media accounts and website.

Please be aware that images excluding children's faces may still be utilised for promotional purposes on Little Bee's Tutoring website and social media platforms. I prioritise the privacy and anonymity of the children by applying censorship to the images.

Data Security:

I take the security of your information seriously. I implement security measures to protect against unauthorised access, disclosure, alteration, or destruction of the information you provide.

Sharing of Information:

I do not sell, trade, or otherwise transfer your personal information to outside parties. When you make a payment through our online booking system, you will provide your payment details directly to our trusted third-party payment processor, Stripe. The payment processor, Stripe, will handle your payment information securely, adhering to their privacy policies. Your details are treated confidentially and used solely for secure payment processing, when completing your booking.

Storage of Personal Information:

Your information is securely stored using the online booking system 'bookwhen.' I retain personal information for a maximum of 1 year or until you cease attending Little Bees Tutoring indefinitely. After this period, I will securely dispose of the information by erasing it from my booking system.

Your Choices and Rights:

You have the right to access, correct, or delete the personal information I have collected about you and your child. You may also withdraw consent for image use at any time.

Under UK data protection law, your rights include the following:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@littlebeestutoring.co.uk, if you wish to make a request.

Questions or concerns

If you have any questions or concerns about the handling of your personal information or this Privacy Policy, please contact me at info@littlebeestutoring.co.uk, I am here to address any enquiries or issues you may have.

Changes to the Privacy Policy:

I may update this Privacy Policy from time to time. Any changes will be posted on my website, and the date of the last update will be modified accordingly.