



**Beech Tutoring**  
Unlocking Potential

**Beech Tutoring** will use your personal details for the following purposes:

1. To contact clients with term dates and any changes for tuition services.
2. To provide and operate the tuition services.
3. To create invoices which will be sent direct to the clients.
4. To provide students with ongoing assistance and the best support possible.
5. To comply with any applicable laws and regulations.
6. To collect fees or monies owed.
7. To ask for clients to review the services provided by Jennifer Cooper on behalf of Beech Tutoring.
8. To email clients to enforce part of the terms and conditions.

### **The type of personal information that is collected**

We currently collect and process the following information:

- Personal identifiers and contacts (for example, name and contact details)
- Correspondence between ourselves and you as parents.
- External reports and assessments given to us by parents.
- Assessments we administer with pupils, within our sessions.

### **How personal information is obtained and why we have it**

The personal information we process is provided to us directly by you, for the purpose of:

- Informing our session planning for your child/children.
- Communicating effectively. We will only share any information if expressly asked by yourself; for example, if you wish a report to be written for another professional.

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

- Your consent. You can remove your consent at any time. You can do this by contacting Jennifer Cooper at [jcooper@beechtutoring.co.uk](mailto:jcooper@beechtutoring.co.uk)
- We have a legitimate interest in providing an educational service to your child/children.

### **How your personal information is stored**

All personal information, both hard copies and online, is stored securely, with only Beech Tutoring having access. This information is kept whilst tuition is provided for a pupil and for the following three years, after which all hard copies are shredded and online copies deleted.

### **Your Data Protection Rights**

Under data protection law, you have rights, including:

- **Right of access** – You can ask for copies of your personal information.
- **Right to rectification** – You can ask us to correct personal information you think is inaccurate or to complete information you think is incomplete.
- **Right to erasure** – You can ask for your personal information to be erased in certain circumstances.
- **Right to restriction of processing** – You can ask that the processing of your personal information be restricted in certain circumstances.
- **Right to object** – You can object to the processing of your personal information in certain circumstances.
- **Right to data portability** – You can ask that personal information you provided be transferred to another organisation, or to you, in certain circumstances

There is no charge for exercising your rights. If you make a request, Beech Tutoring will respond within one month. Please contact [jcooper@beechtutoring.co.uk](mailto:jcooper@beechtutoring.co.uk) to make a request.

### **How to complain**

If you have any concerns about the use of your personal information, you can make a complaint at [jcooper@beechtutoring.co.uk](mailto:jcooper@beechtutoring.co.uk)

You can also complain to the ICO if you are unhappy with how your data has been used.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>