

## **Sparks Education Privacy and Data Retention Policy**

### **Confidentiality of Information**

Any information given to Sparks Education, either verbally or in writing, regarding tutees or their families, will be treated as confidential. Sparks Education is registered with the Information Commissioner's Office (ICO) and is aware of the responsibilities under General Data Protection Regulations (GDPR) and the Data Protection Act, 2018.

Other than printed copies of registers with family contact information (required in case of emergency during sessions) all tutee and family data is kept digitally and is password protected.

### **Information Sharing**

Information about your child will not be discussed with anyone other than your child's Sparks Education tutor/s. Exceptions can be made where written permission has been given to speak to a named individual either as a one-off or an ongoing basis eg: a grandparent, school or another tutor your child might be working with. If these permissions have been given, they can be withdrawn at any time and in that circumstance, no further communication will be made. Sparks Education tutors will, however, divulge confidential information to the relevant authorities if there appears to be a safeguarding issue that potentially affects a child's welfare and/or safety.

### **CCTV**

CCTV is not used for the purpose of monitoring tuition within tutor's houses. Public venues, including those hired for tuition, may use CCTV for the purpose of maintaining security of their premises, internally or externally. SPARKS Education cannot take responsibility for data storage and processing carried out by third parties. Should you wish to know more about the use of CCTV in any public venues, please contact the venue to view their privacy policies.

### **Access to Records**

Under the Freedom of Information Act, parents/carers have the right to request access to their own child's records at any time, using a 'request for information' request. Under the Information Commissioner's Office (ICO) rules, this information must be given to them within 20 working days, with the exception of information related to safeguarding that if shared, could affect a child's safety. For further details of how to make a Subject Access Request, you can visit the Information Commissioner's Office (ICO) website.

### **Data Retention**

Part of the GDPR regulations require educational settings to inform parents/carers about how long their personal information will be retained for. When a child ceases tuition with Sparks Education, information about the child and their family will be kept for as long as is

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required by law or by current guidance and any unnecessary data will be deleted, unless there is an agreement for it to be stored for longer.

- Family and pupil detail's will be deleted as soon as a child ceases tuition.
- Tutee work and files will remain with the tutee/ parents when the child ceases sessions.
- Information relating to safeguarding, accidents or incidents will be retained until the child reaches the age of 21 years and 3 months, as required by law.
- Contracts, permission forms and any documentation that parents/carers have signed to agree to terms and conditions, should also be kept until the child is 21 years and 3 months.
- All accounting information should be retained for six years after the last date contained in the data, for tax purposes.

The following information will be deleted, if requested by the parent/ carer:

- o Contact telephone numbers from my phone
- o Any one-to-one messages
- o Information that has previously been used/ kept with parental permission (e.g. photos)

### Further Information

More information about the full rights of members of the public can be found on the [Information Commissioner's Office \(ICO\)](#) website.