

# Confidentiality, Privacy and Data Retention Policy for Private Tutors

## Will information about my family be kept confidential?

Any information given to me, either verbally or in writing, regarding your child or your family, will be treated as confidential.

- I am registered with the [Information Commissioner's Office \(ICO\)](#) and am aware of my responsibilities under General Data Protection Regulations (GDPR) and the [Data Protection Act, 2018](#).

Any information relating to your child is stored

Can any information about my child be discussed or shared with anybody outside of their tuition sessions?

Information about your child will not be discussed with anyone else, except those named on initial agreements (namely parents/carers).

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, e.g. 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If these permissions have been given, they can be withdrawn at any time and in that circumstance, no further communication will be made.

I 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.

## What is a parent/carer's responsibility regarding confidentiality?

During the course of our working relationship, you will most likely find out information about myself and my family.

This information should also be kept confidential in order to respect my family's privacy. Parents/carers should not discuss any personal information they see, hear or are informed about, with anyone else.

For more information about your full data rights, please take a look at the [Information Commissioner's Office \(ICO\)](#) website.

## What information will be stored?

Only relevant data for your child's tuition will be stored. This will include details about yourself and your child including:



I will only be storing information that is required for your child's tuition to go ahead. If you have any questions about why specific information is required, please contact me for clarification.

## How long will my information be stored?

Information will be stored for the duration of your child's tuition, unless otherwise specified. This information will be deleted once it is no longer required.

**Disclaimer:** This resource is provided for informational and educational purposes only and does not constitute legal advice. If you require legal advice, you should contact a suitably qualified professional. You should not rely on the material included within this resource and Twinkl does not accept any responsibility if you do.



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