**Grade Accelerator Academy: Data Protection Policy**

**Quick Guide to Data Protection**

🔒 **Safe & Secure** – All personal info is stored securely and only used when necessary.
📋 **Minimal Data** – We only collect what’s needed for teaching and safeguarding.
🚫 **No Selling Data** – Your details are never sold or traded.
👩‍👩‍👧 **Family Rights** – You can access, correct, or request deletion of your data.
⚠️ **Breach Protection** – Any issues are investigated and reported quickly.

At Grade Accelerator Academy, we take your family’s privacy very seriously. This policy explains how we collect, store, and use personal information — and the steps we take to keep it safe.

**1. Why We Collect Data**

We only collect information that we need to:

* Provide tutoring services.
* Keep student records and manage lesson schedules.
* Communicate with students and parents.
* Meet our legal and safeguarding responsibilities.

**2. What Counts as Personal or Sensitive Data**

* **Personal data**: names, addresses, phone numbers, emails.
* **Sensitive data**: academic needs, medical details, or other private information.

**3. How We Collect Information**

* Registration forms.
* Email/phone communications.
* Online booking systems.
* Marked work and feedback.

**4. How We Use Your Data**

* We only use data for the purpose it was collected.
* We never sell or trade personal data.
* Information is only shared with third parties if:
	+ We have your consent, or
	+ It’s required by law or safeguarding rules.

**5. How We Store Data Safely**

* **Physical notes**: stored securely, rarely used, and shredded after use.
* **Digital records**: kept on password-protected devices and secure cloud systems.
* **Google Classrooms**: only accessible to the tutor, student, parents, and Natasha Shirman (DPO). Classrooms are archived when tuition ends and deleted after 2 years.
* Financial and student records are kept only as long as legally required, then securely deleted.

**6. Your Rights**

Under UK GDPR, you can:

* See the information we hold about you.
* Ask us to correct mistakes.
* Request deletion (where possible by law).
* Restrict or object to how your data is used.

Requests can be made in writing via email to our Data Protection Officer.

**7. Data Breaches**

* Any suspected data breach will be investigated immediately.
* If necessary, affected families and the ICO (Information Commissioner’s Office) will be notified within 72 hours.

**8. Staff Responsibilities**

All tutors and staff receive regular training and must follow strict data protection rules.

**Approved by:** Natasha Shirman – Data Protection Officer
**Date:** 1st August 2025
**Review Date:** 1st August 2026