

Confidentiality Policy

Applies to all in-person tuition sessions at the tutor's residence



1. Purpose

This policy outlines how student information is collected, used, and protected. The goal is to create a safe, respectful environment where students and families feel confident that their personal and academic details are handled with care and discretion.

2. Information Collected

In the course of providing tuition services, the tutor may collect and retain the following types of information:

- Student's full name, age, and school year
- Parent/guardian contact details
- Academic strengths, challenges, and goals
- Special Educational Needs or Disabilities
- Assessment results or school reports (if voluntarily provided)
- Notes on session content and student progress

3. Use of Information

All information collected is used solely for the purpose of:

- Planning and delivering personalised tuition sessions
- Communicating with parents/guardians regarding scheduling, progress, or concerns
- Monitoring the student's development over time

4. Confidentiality Standards

- All student information will be kept **strictly confidential** and will **not be shared** with third parties without the parent or guardian's explicit written consent.
 - Verbal or written discussions about a student's progress will be held only with their parent/guardian.
 - Any digital records (e.g., session notes, assessments) are stored securely and accessed only by the tutor.
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5. Exceptions to Confidentiality

Confidentiality may be broken **only** in the following situations:

- **Risk of harm** to the student or others (e.g., safeguarding or child protection concerns)
- **Legal obligations**, such as a lawful court order requiring information to be shared

In such cases, the tutor will inform the parent/guardian unless doing so would place the child at further risk.

6. Retention and Disposal

- Information will be retained for as long as the student is actively receiving tuition services, and for up to **12 months** after the last session unless otherwise requested.
 - After this period, digital files will be securely deleted, and any paper records will be destroyed.
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7. Parent/Guardian Rights

- You have the right to view or request a copy of the information held about your child.
 - You may request corrections or ask for information to be deleted at any time, provided it is not required for ongoing service delivery.
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8. Contact

For questions or concerns about confidentiality, please contact:

- **Email:** cathy@eostuition.co.uk
 - **WhatsApp:** 07552769991
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By enrolling in tutoring services, you acknowledge and accept this Confidentiality Policy. Your child's privacy and trust are our top priorities.

Policy Created: 14/05/2025

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