



# Privacy Policy

## 1. Who We Are

The Tutoring School Ltd

Registered in England & Wales

Company Number: 16855016

Registered Office: 3 Shipley Mill Close, Stone Cross, East Sussex, BN24 5PY

Email: amy@thetutoringschool.uk

We act as the “Data Controller” for the personal data we collect.

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## 2. What Personal Data We Collect

We may collect and process the following information:

### Information provided by parents, students, or tutors

- Name

- Email address
- Phone number
- Student's school year or subject needs
- Messages sent via forms, email or WhatsApp
- Booking details
- Payment information (processed securely through third-party providers)

### **Information collected automatically**

- IP address
  - Browser type
  - Device information
  - Cookies (see our Cookie Policy)
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## **3. How We Use Your Personal Data**

We use your data to:

- Provide tutoring services
- Respond to enquiries and messages
- Process bookings and payments
- Match students with suitable tutors
- Send learning resources, worksheets, and video links
- Improve our services and website

- Meet safeguarding, legal, or regulatory requirements

We will never sell your data to third parties.

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## 4. Sharing Your Information

We may share your information only with:

- Our tutors, for the purpose of delivering lessons
- Payment processors (e.g., Stripe, PayPal, etc.)
- Safeguarding authorities, if required by law
- Website service providers (secure hosting, analytics)

All third parties follow GDPR and must keep your data secure.

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## 5. How Long We Keep Your Data

We only keep your personal information for as long as necessary to:

- Provide tutoring services
- Meet legal, safeguarding, and accounting obligations

In most cases, this is up to 6 years (standard for educational and financial records).

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## 6. Your Rights Under UK GDPR

You have the right to:

- Access the personal data we hold about you
- Request corrections to inaccurate information
- Request deletion of your data (where legally possible)
- Object to certain uses of your data
- Request that we restrict or stop processing your data
- Move your data to another provider (data portability)

To exercise any of these rights, contact us at:

[Contact Email: [amy@thetutoringschool.uk](mailto:amy@thetutoringschool.uk)]

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## 7. How We Protect Your Data

We use multiple safeguards to keep your information secure:

- Encrypted website connections (HTTPS)
  - Secure storage of personal data
  - Access limited to authorised staff and tutors only
  - Safeguarding-compliant communication practices
  - Strong password protection and secure backup systems
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## 8. Children's Privacy

We collect student information only with parent or guardian consent.

We never contact children directly without parental permission.

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## 9. Cookies

Our website uses cookies to improve your experience.

For more information, please read our Cookie Policy.

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## 10. Contact Us

If you have any questions about this policy or how we use your data, please contact:

The Tutoring School Ltd

Email: [amy@thetutoringschool.uk](mailto:amy@thetutoringschool.uk)

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## 11. Changes to This Policy

We may update this Privacy Policy from time to time. Any updates will be posted on this page with a revised "last updated" date