

# Privacy Policy

Effective Date: [Insert Date]

Last Updated: [Insert Date]

## 1. Introduction

This Privacy Policy explains how I collect, use, and protect your personal data when you use my tutoring services. I am committed to handling your information responsibly, securely, and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

If you have any questions, you can contact me at:

Name: [Your Full Name]

Email: [Your Email Address]

Phone: [Optional]

## 2. What Data I Collect

I may collect the following personal information:

- Students/Parents: name, contact details (email, phone number), home address (if tutoring in person), age, school year, and subject needs.
- Payment Information: bank transfer details (no card details are stored).
- Tutoring Records: lesson notes, progress updates, feedback, and any resources shared.
- Communication Data: emails, texts, or other correspondence related to lessons.

## 3. How I Use Your Data

I use your personal data for:

- Arranging and delivering tutoring sessions
- Keeping records of student progress
- Communicating with students/parents
- Invoicing and processing payments
- Meeting legal or safeguarding requirements

I will never sell or share your personal data with third parties for marketing.

## 4. Lawful Basis for Processing

I process personal data on the following bases:

- Contract: to deliver tutoring services as agreed.
- Consent: where you have given permission (e.g., for sending optional resources or updates).
- Legal Obligation: to meet safeguarding or tax reporting requirements.
- Legitimate Interests: for managing and improving my tutoring services.

## 5. How Long I Keep Your Data

- Student/Parent details: kept for as long as lessons are ongoing and up to 6 years after for tax/legal purposes.
- Lesson notes: retained during tuition and for up to 1 year afterwards unless you request earlier deletion.
- Invoices and payment records: kept for 6 years in line with HMRC requirements.

## 6. Data Security

I take steps to keep your data safe by using:

- Password-protected devices and files
- Secure cloud storage for lesson notes and resources
- Encrypted communication platforms where possible

## 7. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access the personal data I hold about you
- Request corrections if information is inaccurate
- Request deletion of your data (where legally possible)
- Restrict or object to how your data is processed
- Request transfer of your data to another provider

You can make a request by contacting me at [ljktutoringUK@gmail.com](mailto:ljktutoringUK@gmail.com)

## 8. Sharing Data with Third Parties

I may share your data only when:

- Required by law (e.g., safeguarding concerns or tax authorities)
- With your consent (e.g., sharing progress with a teacher or school)
- When using secure service providers (e.g., Zoom, Google Drive) necessary to deliver tuition

## **9. Cookies and Website (if applicable)**

If you use my website, cookies may collect basic browsing data. A separate Cookie Policy will apply.

## **10. Complaints**

If you are unhappy with how I handle your data, please contact me first. You also have the right to complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk>

## **11. Updates to This Policy**

I may update this Privacy Policy occasionally. The latest version will always be available on request.