



## PRIVACY POLICY (GDPR)

### 1. What Information Is Collected

The following information may be collected:

- Parent/guardian name
- Student name
- Contact details (email, phone number)
- Educational information
- Medical or allergy information (where relevant)
- Emergency contact details

### 2. Why Information Is Collected

Information is collected to:

- Provide tutoring services
- Ensure student safety
- Communicate with parents
- Manage bookings and payments

### 3. How Information Is Stored

Information is stored securely using password-protected devices and secure digital platforms.

Data is not shared with third parties unless legally required or necessary for safeguarding purposes.

### 4. Data Retention

Information is retained only for as long as necessary to provide services and meet legal or safeguarding requirements.

Parents may request deletion of data at any time unless it must be retained for legal reasons.

## 5. Your Rights

Under UK GDPR, parents have the right to:

- Access their data
- Correct inaccurate data
- Request deletion
- Withdraw consent

Requests should be made in writing via email.