

This privacy policy has been written to comply with the Data Protection Act 2018 and GDPR.

We keep the data of all our clients private and safe. The data that you provide enables us to manage our relationships with clients so that we can provide the best possible level of service.

Data is collected for arranging tuition sessions, providing appropriate feedback, contacting you in an emergency and for fulfilling the necessary administration tasks involved to run a tutoring business e.g. tax requirements.

We also have an obligation to use your information should there be a safeguarding issue.

Data is not shared with third parties and is not used for marketing purposes.

Personal information is deleted within two months of tuition services ending, apart from data needed for tax purposes which is kept until the end of the relevant tax year.

You have the right to access the data held, to restrict or erase it and to update your information. We have one month to respond to requests from you regarding your data.

Helen Hart

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