

# Kevin Dadswell Tutoring Services Privacy Policy for Tutees

## Introduction

This Policy explains when and why I collect personal information about you. It also explains how I use it, what information I give to others and what choices you have.

I may change this Policy from time to time so please feel free to request an updated copy occasionally to ensure that you're happy with any changes. When appropriate I will notify you of significant changes.

This is a complicated area so I have provided a copy of this to your Parent/Guardian as well so that they can answer questions you may have. Also, If you have **any** questions about this policy or how I use your information please feel free to speak to me in person when I tutor you. If you are 16 or over also feel free to email me at [tutoring@kevindadswell.com](mailto:tutoring@kevindadswell.com). It is also fine for your parents/guardians to speak to me on your behalf if you want them to.

## 1. Who am I?

I am a self employed tutor providing tuition to students studying KS3, GCSE and A-Level Maths

## 2. How do I collect information from you?

I collect information from you when:

1. Your Parents/Guardians contact me to enquire about my services
2. Your Parents/Guardians provide additional information when I tutor you e.g. if your mother emails through a school report

I also keep records of the tuition I provide to you and communications with your parents.

## 3. What information do we collect and how is it used?

I collect data to help me tutor you. The different data I collect about you and how it is used is set out in the table 3.3. Note if we decide not to start tuition after initial contact with your parents/guardians I will delete all your data as soon as I know this.

### **3.0 Sensitive data**

I do not gather sensitive personal data (e.g. health, genetic, biometric data; racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, and criminal convictions). Please do not provide such sensitive data to me.

### **3.2 Children's Information**

If you are under 16 I will only collect and store information directly provided by a parent or guardian in writing. If I am provided with information directly by you electronically or in writing and I am not sure if consent has been given by your parent/guardian I will notify your parent/guardian. Occasionally I may supplement address information from publicly available information if the address information your parents/guardians have provided is incomplete

#### **3.2. Third Parties**

I do not sell or rent your information to other people or share it with third parties for marketing purposes.

I use a number of 3rd party services to help me do my job, for example, I back up important files on Google Drive and use Gmail for my business email. These 3rd party services are listed in Table 3.3.

In addition to the third party services listed below I might share any of the information listed below with your parents for their information due to their legitimate interest in your tuition.

#### **3.2.1 Personal Tutors**

If your Parents/Guardians found me through the Personal Tutors website I will provide Personal Tutors with information on how much I tutor you each month.

Personal Tutors will have also provided me with some details about you such as your age and the subjects you need tutoring in and at what level.

#### **3.2.2 Tutorhunt**

If your Parents/Guardians found me through the Tutorhunt website some of the personal information I have about you might initially have come via Tutorhunt.

### 3.3 Details of your data I collect and use

Type of information	Purpose of collection/processing	Legal ground	Shared with	How long I keep the information
<p>1. Contact information (email/ address/ telephone and mobile numbers)</p> <p><b>Only if your parents are aware and happy for me to contact you directly or you are over 16</b></p>	To allow me to contact you and locate where you live and where I will tutor you	<p>For Tutee information:</p> <p>Legitimate Interest (of parent/guardian in the success of tuition)</p>	<p>Google (use of G Suite for back up and business email)</p> <p>Telephone/mobile providers</p>	For a year after tuition has ended except where required for accounting/record keeping purposes (see 2) or prospect of further tuition with siblings
<p>2. Contact information (email/telephone/ address/mobile)</p> <p><b>Only if your parents are aware and happy for me to contact you directly or you are over 16</b></p>	For purchasing/invoicing and record keeping	Legal Obligation	<p>Google (use of G Suite for back up and business email)</p> <p>Telephone/mobile providers</p>	As long as required for accounting purposes (5-7 years)
3. Record of tuition provided	For purchasing/invoicing and record keeping	Legal Obligation	<p>G Suite (G Drive and Gmail)</p> <p>Personal Tutors (if relevant)</p>	As long as required for accounting purposes (5-7 years)
4. Any additional information supplied before or during tuition to help me provide my tuition services which I have stored electronically. This	To enable provision of tuition	<p>For Tutee information:</p> <p>Legitimate Interest (of parent/guardian</p>	Google (use of G Suite for back up and business email)	For 6 months after tuition has ended, longer if I think you might restart tuition.

Type of information	Purpose of collection/processing	Legal ground	Shared with	How long I keep the information
could include details of the school you attend and teacher contact information.		in the success of tuition)	mobile phone providers (voice mail)	Outdated/irrelevant information deleted sooner e.g. texts usually deleted same day
5. Tuition details - covers questions set, my communications with parents/guardians/tutees/any recording of tutee performance and activities	To enable provision of tuition/ inform parents	Legitimate Interest (of parent/guardian in the success of tuition)	Google (use of G Suite for back up and business email)  mobile phone providers (voice mail)	For 6 months after tuition has ended, longer if I think you might restart tuition.  Outdated/irrelevant information deleted sooner e.g. texts usually deleted same day
6. Exam results	For monitoring of my performance and my personal interest in how students perform	Legitimate Interest (my interest in how well I am doing as a tutor)	Google (use of G Suite for back up and business email)  mobile phone providers (voice mail)	Only for a limited period while I assess how my pupils have done - no longer than 6 months

### 3.3.1 Extra information on record of tuition and payment (3 in table)

My record of tuition for legal obligation purposes includes the following information:

Pupil Name, date of tuition, subject, level, duration of tuition, fee, method of payment, whether paid and when paid, source of tutee

## 4 Controlling Your Information

You have certain legal rights concerning the information I hold about you.

**Note that these rights could be limited if the information has been provided by your parents/guardians or I must do certain things to keep the law.**

A brief summary of your rights is set out below. If you want to know more about these rights feel free to speak to me about it. If you are 16 or over also feel free to email me at [tutoring@kevindadswell.com](mailto:tutoring@kevindadswell.com). It is also fine for your parents/guardians to speak to me on your behalf if you want them to.

1. You have a right to be told what I am doing with your personal data and what data I have about you
2. You can ask for a copy of any data I hold about you.
3. You can check to make sure data I hold about you is correct and up to date and ask me to correct it if it is not
4. You can ask me to delete your personal data
5. You can request that your data, whilst stored by me, is not used for particular purposes.
6. You can object to my use of your personal data
7. You can ask for your data to be transferred to a third party or yourself in a structured, commonly used and machine readable format. This only applies for data you have provided directly to me.

## 5. Security

I take security seriously. In order to keep your information safe I minimise the amount of data I keep and encrypt all personal information that I store electronically for longer than a week.

## 6. Complaints

If you wish to complain about how I have handled your personal information, you can contact me directly and I will investigate the matter. Please speak to me directly when I see you or if you are over 16 you can email me at [tutoring@kevindadswell.com](mailto:tutoring@kevindadswell.com). It is also fine for your parents/guardians to speak to me on your behalf if you want them to.

If you are not satisfied with my response or believe I am not processing your personal information in accordance with the law you can complain to the Information Commissioner's Office (See: <https://ico.org.uk/>).