



Privacy Notice

We collect information to allow us to provide services effectively. You should expect that we will keep a record of your contact and may collect information on paper, online forms, by telephone, email or by a member of staff in person. This information is important and we are responsible for the information we collect and use is done proportionately, correctly, safely and in accordance with the GDPR regulations and Data Protection Act 1998.

The categories of information that we collect, hold and may share include:

- Personal information such as name, email address, phone number and home address.

Why we collect and use this information

We use the data:

- To communicate with tutees and their parents/carers/representatives
- To ensure Child Protection and safeguarding.
- To comply with the law regarding data sharing (GDPR.)

The lawful basis on which we use this information

We will not share information about an individual to anyone without appropriate consent unless the law and our policies allow us to.

Storing individual data

We only hold data under the “legitimate interests” lawful basis in line with the GDPR Act 2018.



Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact Tutor Aim's designated Data Protection Officer. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

David Caddies

Email: enquiries@tutoraim.co.uk – Tel: 07896 049844

24/01/2024