The Travelling Tutor
Data Protection and Privacy Policy

1. Introduction

The Travelling Tutor is committed to protecting the privacy and security of the personal data of students and their families. This policy explains how I collect, use, and protect your information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data I Collect

To provide effective tutoring services, I collect the following information:

- Parent/Guardian Details: Name, address, telephone number, and email address.
- Student Details: Name, date of birth, and school year group.
- Educational Records: Assessment results, school reports, and learning goals.
- Sensitive Information: Medical conditions, allergies, or Special Educational Needs (SEN) details (collected with explicit consent to ensure student safety and tailored support).

3. How I Use Your Data

I use this data strictly for:

- Planning and delivering personalised tutoring sessions.
- Communicating with parents regarding progress and scheduling.
- Invoicing and financial record-keeping.
- Meeting safeguarding and legal obligations.

4. Data Storage & Security

I take the security of your data seriously:

- Digital Data: Any information stored on a computer or tablet is password-protected and, where possible, encrypted.
- Physical Data: Any paper-based notes or assessment papers are kept in a locked filing cabinet or secure briefcase during travel.
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- Communication: I use secure methods for digital communication. Personal data will not be shared with third parties (such as schools) without your explicit written consent, unless there is a legal or safeguarding requirement to do so.

5. Data Retention

- Educational Records: These are kept for the duration of the tutoring contract and deleted/destroyed 12 months after the service ends.
- Financial Records: Under UK tax law, I am required to keep records of invoices and payments for 6 years.
- Safeguarding Records: Any records relating to safeguarding concerns are kept for as long as is necessary to ensure the protection of the child, in line with local authority guidelines.

6. Your Rights

Under GDPR, you have the right to:

- Request a copy of the data I hold about you or your child.
- Request that I correct any inaccuracies in your data.
- Request that I delete your data (subject to legal or tax retention requirements).
- Withdraw your consent for data processing at any time.

7. Contact Information

For any questions regarding your data, please contact me directly at:

travellingtutorhr@gmail.com