



## GDPR Privacy Statement for Redhill Tutoring

At Redhill Tutoring I take your privacy and data protection seriously. I am committed to ensuring that your personal information is handled securely and in compliance with the General Data Protection Regulation (GDPR).

**1. Data Collection:** I collect and process personal data, for the purpose of holding contact details only. This may include your name, contact information (such as telephone numbers and email), and relevant academic information. I will never ask for academic information or history, but I will store it safely and confidentially should you wish to share this information with me, *i.e. end of year reports detailing academic progress for example*. Other data may include a signature to show you are aware of policies put in place by Redhill Tutoring. I store all information in a compliant and responsible manner.

**2. Data Usage:** Your personal information is used solely for the purpose of delivering tutoring services and communicating with you regarding your tutoring sessions.

**3. Data Security:** I have implemented robust security measures to protect your data from unauthorised access, disclosure, or alteration. I regularly update security protocols to ensure the highest level of protection.

**4. Data Retention:** I retain your personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law. After this period, your data will be securely deleted.

**5. Data Sharing:** I do not share your personal data with third parties unless required by law.

**6. Your Rights:** Under the GDPR, you have the right to access, rectify, or erase your personal data. You can also withdraw your consent for data processing at any time.

**7. Contact Us:** If you have any questions, concerns, or requests related to your data or this GDPR statement, please contact Redhill Tutoring on 07952 435 427 or email: [bethany@redhilltutoring.co.uk](mailto:bethany@redhilltutoring.co.uk)

By using my tutoring services, you consent to the terms outlined in this GDPR statement. I may update this statement to reflect changes in my data processing practices or legal requirements.

Date of Last Update: 5<sup>th</sup> September 2023