

Maths Tutor Essex Ltd - Privacy and Data Protection Policy

Maths Tutor Essex Ltd (“We”) are committed to protecting and respecting your privacy.

This policy (together with Website Terms and Conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us (your “Information”).

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the Act) and the EU General Data Protection Regulation (GDPR), the data controller is Sue Comber.

Our nominated representative for the purpose of the Act are our Maths Tutors.

What information do we use?

We will collect and process the following data about you:

Information you give us

This is information about you that you give us by filling in forms on www.mathstutoressex.co.uk (our site) or by corresponding with us by phone, e-mail or otherwise. It only includes basic personal data required for you or your children to be able to use our tutoring services.

The information you give us may include your name, address, e-mail address and phone number, you or your children’s qualifications and academic achievements and abilities

Information we collect about you

With regard to each of your lessons we will automatically collect the following information:

Topics covered in the lessons, how well the student has grasped the teaching and homework set, levels and future lesson plans and any other relevant Maths related information

How do we use this information?

We use information held about you to plan lessons and to teach your child or to notify you about changes to our times, fees due and other Maths lesson related information

At Maths Tutor Essex Ltd , we take your privacy seriously and will only use your Information as mentioned above. However, from time to time we would like to inform you of any future lessons or courses. This Information is not shared with third party and you can unsubscribe at any time via phone or email to info@mathstutoressex.co.uk

We will only disclose your personal information to third parties:

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Website Terms and Conditions and other agreements; or to protect the rights, property, or safety of Sue Comber Maths Tutors, our tutors, our students our parents, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where do we store your information?

All Information we process is processed by our team and held on paper. No third parties have access to your personal data unless the law allows them to do so.

Once we have received your information, we have a Data Protection regime in place to oversee the effective and secure processing of your personal data and we will use strict procedures and security features to try to prevent unauthorised access. However, and unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site at transmission stage; any transmission is at your own risk.

How long do we keep your information for?

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years.

The Information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What are your rights?

If at any point you wish to know which Information we are processing about you, or if you do not wish for us to process your Information anymore or if you believe the Information we process on you is incorrect or obsolete you can request to see this Information and/or have it corrected or deleted by us by contacting us at info@mathstutoressex.co.uk

If you wish to raise a complaint on how we have handled your Information, please contact us at the email address above to have the matter investigated.

If you are not satisfied with our response or believe we are processing your Information not in accordance with the law you have the right to complain to the Information Commissioner's Office <https://ico.org.uk/>

Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page.