



MR JAMES

MATHS TUTORIALS

PRIVACY POLICY

APPROVAL DATE: 23/02/2025

REVIEW DATE: 23/02/2028

APPROVED BY: BRAD JAMES

Mr James Maths Tuition Privacy Policy

Introduction

This Privacy Policy outlines the types of personal information that Mr. James Maths Tuition collects, how we use and protect that information, and your rights regarding your personal data. By using our services, you agree to the collection and use of information in accordance with this policy.

Information We Collect

We collect various types of information to provide and improve our services to you.

1. Personal Information: This includes your name, contact details, and other identifying information.
2. Academic Information: This includes grades, progress reports, and other academic-related information.
3. Usage Data: This includes information on how you interact with our website and services.

How We Collect Information

We collect information in the following ways:

1. Directly from students and parents: Information is provided by you when you enroll in our services or communicate with us.
2. Through our website and online forms: Information is collected when you fill out forms on our website.
3. Via email and other communications: Information is collected through email exchanges and other forms of communication.

Use of Information

We use the collected information for various purposes:

1. To provide and improve our services: We use your information to deliver our tutoring services and enhance the quality of our offerings.
2. To communicate with students and parents: We use your contact information to send updates, respond to inquiries, and provide support.
3. For administrative purposes: We use your information for internal record-keeping and administrative tasks.

Legal Bases for Processing Personal Data

Under the UK GDPR, we must have a legal basis to process your personal data. The legal bases we rely on include:

1. Contractual Necessity: We process your personal data to fulfill our contract with you, such as providing tutoring services.
2. Legitimate Interest: We process your personal data for our legitimate interests, such as improving our services, provided that those interests are not overridden by your rights and interests.
3. Legal Obligation: We process your personal data to comply with legal obligations, such as maintaining records for tax purposes.
4. Consent: We process your personal data based on your consent for specific purposes, such as marketing communications or optional data collection. You have the right to withdraw your consent at any time.

Sharing of Information

We may share your information with third parties in the following circumstances:

1. With third-party service providers: We may share your information with service providers who assist us in delivering our services (e.g., online learning platforms).
2. Legal requirements: We may disclose your information if required by law or in response to valid requests by public authorities.

Data Security

We take the security of your personal information seriously and implement appropriate measures to protect it. However, please note that no method of transmission over the internet or electronic storage is 100% secure.

Data Retention

We retain your personal data only for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the data, the potential risk of harm from unauthorized use or disclosure, the purposes for which we process the data, and whether we can achieve those purposes through other means.

Your Rights

You have certain rights regarding your personal information:

1. **Access:** You have the right to request access to the personal information we hold about you.
2. **Correction:** You have the right to request correction of any inaccurate or incomplete information.
3. **Deletion:** You have the right to request the deletion of your personal information, subject to certain conditions.
4. **Right to Be Informed:** You have the right to be informed about the collection and use of your personal data.
5. **Right to Restrict Processing:** You have the right to request the restriction or suppression of your personal data.
6. **Right to Data Portability:** You have the right to obtain and reuse your personal data for your own purposes across different services.
7. **Right to Object:** You have the right to object to the processing of your personal data in certain circumstances.
8. **Rights in Relation to Automated Decision Making and Profiling:** You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects or similarly significantly affects you.

Data Protection Principles

We adhere to the following data protection principles to ensure your personal data is protected:

1. Lawfulness, fairness, and transparency: We process personal data lawfully, fairly, and in a transparent manner.
2. Purpose limitation: We collect personal data for specified, explicit, and legitimate purposes and do not process it further in a manner that is incompatible with those purposes.
3. Data minimisation: We collect only the personal data that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
4. Accuracy: We ensure that personal data is accurate and, where necessary, kept up to date.
5. Storage limitation: We keep personal data in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
6. Integrity and confidentiality: We process personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

Data Protection Officer (DPO)

We have appointed a Data Protection Officer (DPO) to oversee compliance with this Privacy Policy. If you have any questions or concerns about our data protection practices, you can contact our DPO, Brad James at:

Email: Brad.James@mrjamesmathstuition.co.uk

Phone: 01205 212157 or 07497277696

Data Breach Notification

In the event of a data breach that poses a risk to your rights and freedoms, we will notify you and the Information Commissioner's Office (ICO) without undue delay. We have procedures in place to detect, report, and investigate data breaches.

Cookies and Tracking Technologies

We use cookies and similar tracking technologies to track activity on our website and hold certain information. Cookies are files with a small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our website.

Third-Party Links

Our website may contain links to third-party websites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be communicated to you through appropriate channels. The updated policy will be effective as of the date specified in the communication.

Contact Information

If you have any questions or concerns about this Privacy Policy, please contact us at:

Mr. James Maths Tuition

Email: Brad.James@mrjamesmathstuition.co.uk

Phone: 01205 212157 or 07497277696