

Privacy Policy

Mrs Farley's Tuition

Mrs Farley's Tuition is a trading name for sole trader Jessica Farley. This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website and services.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

Student/Parent

We collect and store the following the initial consultation:

- Student name, address, date of birth, school and academic year
- Parent/guardian's name, contact number, email address
- Details of any Special Educational Needs
- General information relating to the student such as likes/dislikes

Staff

We collect and store the following data via the documents received directly from you during the recruitment process:

- Name, current address + address history , date of birth, email address
- ID / Right to Work details



- DBS details (including criminal history)
- Education certifications
- Photo and bio details for Welcome Pack
- Bank details

How do we collect your data?

Client/Student

You directly provide Mrs Farley's Tuition with most of the data we collect. We collect data and process data when you:

- Submit an enquiry online
- Disclose information during and initial consultation - always held by Jess Farley
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

Staff

You directly provide Mrs Farley's Tuition with all of the data we collect. We collect data and process data when you:

- Apply for a job
- Disclose information during interview
- Provide documentation during recruitment stage

How will we use your data?

Student/Parent

Mrs Farley's Tuition collects your data so that we can:

- Arrange the sessions
- Plan and manage your personal learning plan
- Safeguard our young persons
- Send invoices
- Email you with special offers on other products and services we think you might like (only with your explicit consent)

Staff



Mrs Farley's Tuition collects your data so that we can:

- Assess that you meet the safer recruitment requirements
- Run checks to ensure information is correct (with your permission)
- Contact you regarding tutoring sessions
- Make payments

How do we store your data?

Client/Student

Mrs Farley's Tuition securely stores your data in G Suite Cloud Based storage. G Suite and Cloud Identity meet the adequacy and security requirements of the European Union's General Data Protection Regulation (the "GDPR"). Mrs Farley's Tuition also acts as an agent for the introduction of one or more tutors to you and subsequently provides restricted access to your personal information to the assigned tutor/s via the G Suite. The tutors we use have relevant safeguards in place to protect your data in the same way that we do.

In addition to storing data virtually, tutors may create a physical folder that is used during your tutoring sessions that holds only the students name as an identifier. Outside of these sessions the folder is stored in a locked storage area.

Mrs Farley's Tuition will keep your personal details for 3 years following cease of service / employment. Once this time period has expired, we will delete your data / shred it if a physical folder.

Staff

Mrs Farley's Tuition securely stores your data in G Suite Cloud Based storage. G Suite and Cloud Identity meet the adequacy and security requirements of the European Union's General Data Protection Regulation (the "GDPR"). Only the management/central admin team have access to information you have provided and the permissions are restricted accordingly.

Mrs Farley's Tuition will keep your personal details for 3 years following cease of service / employment. Once this time period has expired, we will delete your data.

Marketing

Mrs Farley's Tuition would like to send you information about products and services of ours that we think you might like.



If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Mrs Farley's Tuition from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email jessfarleyteaching@gmail.com

What are your data protection rights?

Mrs Farley's Tuition would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Mrs Farley's Tuition for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Mrs Farley's Tuition correct any information you believe is inaccurate. You also have the right to request Mrs Farley's Tuition to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Mrs Farley's Tuition erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Mrs Farley's Tuition restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Mrs Farley's Tuition processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Mrs Farley's Tuition transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: jessfarleyteaching@gmail.com

Changes to our privacy policy

Mrs Farley's Tuition keeps its privacy policy under regular review and places any updates on this web page.



This privacy policy was created on the 26th September 2020 and last updated on the 26th September 2020.

How to contact us

If you have any questions about Mrs Farley's Tuition privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: jessfarleyteaching@gmail.com

Call us: 07502 677353

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Mrs Farley's Tuition has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: dataprotectionfee@ico.org.uk

Address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

