



**PRESTON**  
**TUITION**  
CENTRE

## Privacy Policy & Protection Policy

Preston Tuition Centre maintains a strict policy of Client confidentiality. This policy relates to all information provided by Clients to Preston Tuition Limited and all data that Preston Tuition Limited holds in relation to use of the site.

### ● **What do we collect?**

Registration and student details: This includes details such as your name, email address, address, telephone number, your child's name, your child's date of birth, medical conditions/allergies and your child's educational background.

### ● **What do we do with your information?**

Your data may be used for the following purposes:

- To improve Preston Tuition Limited
- To ensure we deliver a good service to clients and tutors
- Internal data analysis
- To notify you of any changes to Preston Tuition Limited's service
- To be kept informed for marketing purposes we may contact you by email. In these instances clear directions will be given of how to unsubscribe from any correspondence
- Support your child's learning requirements, including informing the tutor(s) working with your child of relevant details
- Provide information about activities in our setting
- Contact named people in case of emergency
- Ensure a contract of service is delivered and maintained

### ● **Storage**

We will keep all paper-based records about children and their families securely locked away.

## ● **Sharing information with third parties**

Other than sharing your information with your Tutor we will keep your personal information confidential and not pass it on to any 3rd parties unless we are required to do so by law.

## ● **Access to your data**

You have the right to request a copy of all personal information that we hold about you.

## ● **Safe disposal of data**

We are required by law to keep some data for some time after a child has left tuition. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

## ● **Suspected breach**

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.

## ● **Contact**

If you have any questions, please contact us [prestontuitioncentre@gmail.com](mailto:prestontuitioncentre@gmail.com)