

Privacy Policy

Clare Saunders, trading as Dr Clare Science Tutor

Key definitions:

Child – a person under 18 years of age.

Designated Controller of Personal Data – the person that determines the purposes and means for processing Personal Data;

Data Protection Legislation – this refers to the Data Protection Act 2018 and the UK GDPR (as defined within the Data Protection Act 2018) and as amended and updated from time to time;

Data Subject – a person whose Personal Data is being collected and processed;

Personal Data – any information relating to an identified or identifiable individual;

Processing – any operation or set of operations which is performed on Personal Data

This policy has been prepared using guidelines from the Information Commissioner's Office (ICO). The ICO is the UK's independent body that upholds information rights in the public interest. It promotes openness by public bodies and data privacy for individuals. It was set up by the government in July 2016 in order to provide businesses and other organisations with guidelines as to how an individual's data is used and managed.

I am committed to safeguarding your privacy. As part of my tuition services, I collect, use and am responsible for certain Personal Data.

This privacy policy tells you what to expect me to do with your personal information. The policy covers the following areas:

- Contact details
- What information I collect and use, and why
- Lawful bases and data protection rights
- My lawful basis for the collection and use of your data
- Where I get personal information from
- Technical and organisational measures in place against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of data
- How long I keep information
- Who I share information with
- How to complain
- Further information

Contact details:

Registered Business Address: 9 Chislehurst Place, Great Denham, Bedford, MK40 4TT

Telephone: 07719 801049

E-mail: drclaresciencetutor@gmail.com

For the purposes of the Data Protection Legislation, the **Designated Controller of your Personal Data** is Clare Saunders, trading as Dr Clare Science Tutor.

What information I collect and use, and why:

I collect and use the following information **for student education via online and in person tuition:**

- Name of child and name of one/both parents.
- In the case of in person sessions, I will gather your home address.
- Contact details – email address and telephone number of one/both parents/carers and in some circumstances the child. The email address of a child will only be provided to myself, Clare Saunders, with the permission of one parent/carer.
- Where requested by a parent/carer I will set up a What's App group with one/both parents/carers, the child and myself, Clare Saunders, to allow ease of communication.
- The parent/carer will be copied into any email communication from myself, Clare Saunders, to the child. In the case of online sessions, Zoom links will be sent via email to the child and/or parent/carer.
- I may record the school the child attends – this is sometimes necessary in order for me ascertain which Specification/Syllabus is being followed.
- SEND information – I will ask you and the child about any SEND requirements – this is to enable teaching materials and approaches to be adapted as necessary.

I will collect this information to allow me to:

- Communicate with you and your child in order to schedule sessions and to share resources.
- Communicate with you to update you on your child's progress.
- Send you monthly invoices.

If deemed necessary to raise a safeguarding concern, personal information may be used in order to contact the Designated Safeguarding Lead at your child's school or the Local Police Child Protection Unit. Please see my Safeguarding Policy for details of the process followed for raising safeguarding concerns.

Lawful bases and data protection rights:

Under UK data protection law, I must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR.

You can find out more about lawful bases on the ICO's website ([lawful bases](#)).

Which lawful basis I rely on may affect your data protection rights, as set out in brief below.

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, I must respond to you without undue delay and in any event within one month. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

You can find out more about your data protection rights and the exemptions which may apply on the ICO's website <https://www.ico.org.uk>

My lawful basis for the collection and use of your Personal Data:

My lawful basis for collecting or using personal information **for student education via online and in person tuition** is:

- Consent - I have permission from you after I have provided you with all the relevant information in the form of this, my Privacy Policy. All of your data protection rights may apply, except the right to object.
- As consent is my lawful basis, you have the right to withdraw your consent at any time.

You will be asked to confirm that you give consent for me to collect and to use your Personal Data. This will be in the form of an electronically generated consent form, via MS Forms. This will be communicated to you via email.

Where I get personal information from:

- Directly from children
- From parents or carers
- I will also gather information about your child's progress through providing tuition services. Information is shared between myself and parents/carers through regular progress updates/feedback.
- I use third party providers to share this information with parents/carers:
 - Google Mail for email services
 - One Drive for electronic storage of teaching materials
 - What's App for communication regarding scheduling sessions

Technical and organisational measures in place against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of data:

I am responsible for ensuring that any Personal Data held is kept securely and not disclosed to any unauthorised third parties.

I will have in place appropriate security measures, examples of which include but are not limited to:

- Keeping all Personal Data in a lockable cabinet with key controlled access
- Password protecting Personal Data held electronically
- Using safe protocols for communication and transferring your Personal Data (such as HTTPS)
- Anonymising and pseudonymising where suitable
- Monitoring systems for possible vulnerabilities and attacks
- Annually deleting aged/irrelevant/incorrect data
- Placing any screens (e.g. PCs, laptops, CCTV) that show data so that they are only visible to Clare Saunders
- Ensuring that PC screens are not left unattended without a password protected screensaver being used

Even with the above measure in place, I cannot guarantee the security of information.

I will notify you if there is a high risk to your rights and freedoms as a result of any data breach.

How long I keep information:

I will retain your Personal Data for as long as necessary for the purposes I have set out above.

At your request, or if you do not engage with my services for a period of 3 years, I will review and may delete any information that I no longer have a legitimate reason to retain.

I will put in place appropriate measures for the deletion of Personal Data:

- Manual records will be shredded or disposed of as ‘confidential waste’ and appropriate contract terms will be put in place with any third parties undertaking this work.
- Hard drives of redundant PCs/laptops will be wiped clean before disposal or, if that is not possible, destroyed physically.
- A log will be kept of the records destroyed.

Who I share information with:

- The individual child
- The child’s parents/carers
- If deemed necessary to raise a safeguarding concern, personal information may be used in order to contact the **Designated Safeguarding Lead at your child’s school** or the **Local Police Child Protection Unit**. Please see my Safeguarding Policy for details of the process followed for raising safeguarding concerns.

How to complain:

If you have any concerns about our use of your Personal Data, you can make a complaint by contacting me directly.

If you remain unhappy with how I have used your data after raising a complaint, you can also complain to the ICO:

Information Commissioner’s Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Further information:

<https://www.ico.org.uk>

Hyperlinks to specific topic areas on the ICO's website:

[Read more about lawful bases](#)

[Read more about the right of access](#)

[Read more about the right to rectification](#)

[Read more about the right to erasure](#)

[Read more about the right to restriction of processing](#)

[Read more about the right to object to processing](#)

[Read more about the right to data portability](#)

[Read more about the right to withdraw consent](#)

Clare Saunders

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