

# Privacy Policy

Privacy Policy

Effective Date: October 2025

This Privacy Policy explains how Annie's Tutoring ("we", "us" or "our") collects, uses and protects personal information obtained through our website and tutoring services. We are committed to safeguarding the privacy and personal data of all clients, students and website visitors in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 1. Who We Are

Annie's Tutoring provides private tutoring and home-schooling services for children and young people across the United Kingdom.

Business owner: Annabel Furzer

Trading name: Annie's Tutoring

Address: Flat 3, 1 Eden Road, Maidstone, Kent, ME17 3UG

Email: [info@anniestutoring.co.uk](mailto:info@anniestutoring.co.uk)

For the purposes of data protection law, Annabel Furzer is the Data Controller responsible for deciding how and why personal information is used.

## 2. Information We Collect

We may collect and process the following types of personal data:

- Contact details such as name, email address, telephone number and postal address
- Student information such as age, school year, educational needs and subjects studied
- Parent or guardian information such as contact details and communication preferences
- Payment information for invoicing and transactions
- Website data such as cookies, IP address and usage analytics

## 3. How We Use Personal Information

Personal information is collected to:

- Provide and manage tutoring and home-schooling services
- Communicate with parents, guardians and students
- Plan lessons and adapt teaching to meet learner needs
- Maintain administrative and accounting records
- Comply with legal and safeguarding obligations

We do not sell, rent or trade personal data under any circumstances.

## 4. Lawful Basis for Processing

We process personal information under the following lawful bases:

- Contract: to deliver the tutoring services requested
- Legal obligation: to meet safeguarding, tax and record-keeping requirements
- Consent: for optional communications such as testimonials or marketing
- Legitimate interests: to manage the business efficiently and ensure quality of service

## 5. Data Storage and Security

All personal data is stored securely in password-protected systems and devices. Physical records, if used, are kept in locked storage accessible only to the business owner. Digital data is backed up securely and handled in compliance with UK GDPR security standards to prevent loss, misuse or unauthorised access.

#### 6. Data Retention

Personal data is retained only for as long as necessary to fulfil its purpose.

- Student and session records are usually kept for up to 3 years after tuition ends
- Financial data is retained for 6 years to meet HMRC requirements

When no longer needed, data is permanently deleted or securely destroyed.

#### 7. Sharing of Information

Personal data may be shared with:

- Payment processors such as PayPal or bank services
- Professional service providers such as accountants or web hosts

All third parties comply with UK data-protection standards.

#### 8. Cookies and Website Tracking

Our website may use cookies or analytics tools such as Google Analytics to analyse performance and improve user experience. Visitors can control or disable cookies through browser settings.

Details are provided in our Cookie Policy.

#### 9. Your Data Protection Rights

Under UK GDPR, individuals have the right to:

- Access a copy of their personal data
- Correct or update inaccurate information
- Request deletion of data where legally possible
- Restrict or object to certain types of processing
- Request data portability

Requests should be sent to [info@anniestutoring.co.uk](mailto:info@anniestutoring.co.uk).

#### 10. Safeguarding and Children's Information

Annie's Tutoring works with children and handles all related information sensitively. Personal data about minors is shared only with parents or legal guardians unless required by law or safeguarding duty. The Tutor holds a valid Enhanced DBS certificate and follows Keeping Children Safe in Education (KCSIE) guidance.

#### 11. Changes to This Policy

This policy may be updated from time to time. The latest version will always be available on our website.

#### 12. Contact Information

Annabel Furzer

Trading as Annie's Tutoring

Email: [info@anniestutoring.co.uk](mailto:info@anniestutoring.co.uk)

Address: Flat 3, 1 Eden Road, Maidstone, Kent, ME17 3UG

If you believe your data has been handled improperly, you may contact the Information

Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).