



# Choice Home Tutoring

## Privacy Notice

### 1. Our Commitment

This privacy notice outlines the procedures that Choice Home Tutoring (CHT) have in place to protect your privacy. It sets out how your personal data is collected and used when you register for and use our services.

CHT is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in compliance with current data protection legislation.

### 2. Where you can get more information

If you have any questions about our privacy notice please contact us [here](#). We may update this policy from time to time and would encourage you to revisit it regularly to check you are happy with any changes. This policy is effective from 25 May 2018.

### 3. Data that we collect

**Clients:** We collect and process various types of personal information about you including name, address, contact details, student's name, age and school attending. We collect specific information about your particular areas of need, such as subject and levels. We will also collect information relating to any special educational needs a learner may have. This information is provided by you through an initial email enquiry via our website and via conversation with our staff, either in person or over the telephone.

**Tutors:** We collect and process various types of personal information about you including name, address, contact details and subjects taught. Much of this information is provided by you via a registration form at interview. We also collect information electronically, such as teaching skills, qualifications and institutions attended, when you update your profile on TutorCruncher. We also process information to identify who you are and to ascertain whether you possess any criminal convictions or offences and alleged offences relating to child workforce activities. Such information may include a copy of your passport, driving licence and proof of address documents. This information is provided by you and is used when we apply for a Disclosure and Barring Service (DBS) check to prevent and detect crime against children and to comply with Child Protection Laws.

### 4. How we use your data

We need to process your personal data to provide the tuition services required. Your data will be used in the following ways:

- to determine the exact requirements to enable an appropriate match between client and tutor
- to set up, administer and maintain your account and all payments/lessons relating to it
- to communicate with you about the tuition

## 5. Our legal bases for processing data

**Consent:** the staff member/tutor/client/student has given clear consent for CHT to process their personal data for a specific purpose.

**Contract:** the processing is necessary for the staff member's employment contract, the tutor's agreement or the client's agreement.

**Legal Obligation:** the processing is necessary for CHT to comply with the law (not including contractual obligations)

## 6. Data Sharing

**Clients:** Relevant client data is shared only with the tutor who will be providing the tuition.

**Tutors:** When supporting students in schools, tutor data, including personal information and identity/criminal checks, can be shared with the DfE (Department for Education), Tribal, our approved contractors and schools.

## 7. Retention of your data

Your information is deleted from our system once it is clear that you no longer require our services.

## 8. Marketing preferences

Having registered with us, your personal data will be used to send you emails and marketing communications. You may opt out or change your marketing preferences at any time by [contacting us](#).

## 9. Your rights

If you think any information we have about you is incorrect or incomplete, please [email us](#) as soon as possible. You are also entitled to request the erasure of your data if you wish to stop using the services, unless we need to retain a copy for legal reasons.

If you believe that your information has been misused in connection with our services you have the right to lodge a complaint at with the Information Commissioners Office <http://ico.gov.uk>.