

## **General Data Protection Regulation (GDPR)**

Little Learners Tutoring take data protection very seriously and make it a top priority with reference to:

- The EU's General Data Protection Regulation (GDPR) which went into effect on May 25, 2018 and
- The UK General Data Protection Regulation (UK GDPR) which went into effect on January 1, 2021.

The information I hold will be:

- the name and address of parents/carers
- the name and date of birth of the child
- email address of parents/carers
- phone number of parents/carers
- SMS messages, direct messages, emails messages or messages on others apps or platforms we choose to use
- assessment information from the introductory session
- payment and billing information
- documentation, for example school reports, assessments, tests, other school communication or communication from relevant professionals connected to the child that parents/carers choose to give me

For safeguarding reasons, I do not hold the contact details (phone number, email address, etc) of the child or young person I tutor, as all communication must be via the legally responsible adult (parent/carer).

I can confirm that the data you provide Little Learners Tutoring with is held securely. The Google platform I use to store data is GDPR-compliant and their security policy and certifications of compliance are here. Any paper documentation is stored in a lockable cabinet. Your data will not be used for anything other than the functioning of the services we provide. We will never give or sell your data to any third parties for any reason whatsoever. The only times we will share your information are:

(1) to disclose information in the case of a safeguarding issue, or

(2) because you ask us and give us permission to share information with someone else, such as your child's school.

We hold your data until the tutoring contract finishes, when we will delete all electronic records and return any paper documentation to you. There are exceptions to this:

(1) Any data related to safeguarding, accidents or incidents must be held until the child turns 21 years and 3 months of age.

(2) Contracts, consent forms, information sheets, invoices and payments must be held for 7 years.

We may ask you if you would like to opt in to receiving communication from us once the tutoring contract is finished so we can keep in touch.

I, Jo Moore, am the registered Data Protection Officer.

For all data protection matters, please contact [info@littlelearnerstutoring.co.uk](mailto:info@littlelearnerstutoring.co.uk)