

LOTUS TUTORING PRIVACY NOTICE FOR PARENTS AND LEARNERS

Any personal information that you give me as part of our contractual teaching arrangement is regarded as confidential and will be processed in accordance with the UK Data Protection Act 1998 and the General Data Protection Regulations.

Why do I collect and use personal information?

I collect and use personal information:

- to support pupil learning in the best way possible
- to monitor and report on pupil progress
- to provide appropriate pastoral care.

The categories of personal information that I collect and hold include:

- Personal information (such as name, address, email address, telephone number/s, date of birth)
- Characteristics (such as ethnicity, language and nationality)
- Relevant family background, medical, special educational needs and behavioural information
- Historical information pertaining to your child's development
- Attendance information (such as sessions attended, number of absences and reasons for absence)
- Assessment information (relating to performance at school and to progress made during bespoke, multi-sensory teaching sessions).

Collecting personal information

In order to comply with the General Data Protection Regulation, you may ask me to stop using personal information relating to you and your child at any time. However, please be aware that this will adversely affect the service I am providing you with.

Storing personal data

I hold pupil data in accordance with PATOSS guidelines. All hard copies of personal information relating to you and your child are stored under lock and key in a filing cabinet. Personal information which is stored electronically is password protected.

Upon termination of our teaching arrangement, all information is anonymised and then destroyed after the recommended time period. (Please see <https://www.patoss-dyslexia.org/FAQs>).

Who do I share pupil information with?

I will not share personal information relating to you or your child with anyone without your express prior consent in writing on a case-by-case basis. However, in the event of a child protection concern, please note that I have a duty to share essential information with the relevant agencies without your explicit consent.

Requesting access to your personal data

Under data protection legislation, parents and learners have the right to request access to information about them that I hold. To make a request for your personal information, please email me at lotustutoringspld@gmail.com.

If you have a concern about the way I am collecting or using your personal data, you should raise your concern directly with me in the first instance. In the event of an

unsatisfactory response, you should then raise your concern with the Information Commissioner's Office (<https://ico.org.uk/make-a-complaint/>).

Contact:

If you would like to discuss anything in this privacy notice, please email me, using the above email address.

This privacy notice will be reviewed and updated annually.