

Miss Barnes Tutoring

DATA PROTECTION POLICY

Contact Details

Name: Miss Paige Barnes

Telephone: 07427183882

Email: paigebarnes1@hotmail.co.uk

What type of personal information do I collect?

All personal information is collected and processed in line with the UK General Data Protection Regulation (UK GDPR), safeguarding guidance, and the principles set out in *Keeping Children Safe in Education (KCSIE)*.

- Full name and contact details
- Qualifications and professional background
- CV or application information
- DBS certificate and update service status
- Safeguarding and other training certificates
- Availability and subject preferences
- Notes from interviews or references
- Bank details (for payment purposes)

Other Information That May Be Collected:

- Communications with you (e.g. emails, messages)

Please note: This is not an exhaustive list. I only collect the personal information necessary for delivering my services, fulfilling legal obligations, and ensuring the safety and well-being of those I work with. All personal data is collected for clear, lawful purposes and is handled with appropriate confidentiality.

How do I get personal information and why do I have it?

The personal information I process is provided directly by you for one or more of the following reasons:

- To provide parents/carers with information relevant to the child's tutoring sessions.
- To assist in matching Tutors with suitable Clients.
- To contact Tutors with information relevant to the tutoring agreement.

- To manage the administration of tutoring services.
- To comply with legal obligations, such as HMRC record-keeping requirements.
- To promote the services I offer, including using client testimonials or reviews (with consent).

Your personal information will not be shared with anyone outside of the business except where necessary to deliver the agreed services.

For example, tutor details may be shared with local authorities, schools, or other educational organisations when matching tutors to suitable opportunities. This will only be done where necessary and relevant, and only the minimum required information will be shared.

Personal data is never sold or shared for marketing purposes without explicit consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

- a. Consent – In some cases, I rely on your consent to process your information (e.g. using testimonials). You can withdraw your consent at any time by contacting: paigebarnes1@hotmail.co.uk
- b. Contractual obligation (e.g. to help facilitate the work opportunity);
- c. Legitimate interest (ensuring tutors can be matched with clients or opportunities, while respecting their rights).
- d. Legal Obligation – In some cases, I am required to process data to comply with legal obligations (e.g. tax laws and financial reporting).

How and where do I store your personal information?

Your personal information is stored digitally on a password-protected laptop that is used solely for business purposes. Documents are stored securely using Microsoft Office services (e.g., OneDrive), which are fully compliant with UK GDPR and other applicable data protection laws. I do not keep physical copies of personal data. If I receive any paper documents, I scan them into the computer and securely shred the original.

Use of Third-Party Services

I use trusted third-party providers to support parts of my business operations:

- QuickBooks – Used for invoicing, accounting, and managing financial records. This may include storing client names, contact information, and payment details. QuickBooks is a product of Intuit, which complies with applicable data protection regulations and uses secure servers to protect your data.

- Wix – My website is hosted on Wix, which may collect basic visitor data (e.g., IP address, contact form submissions). Wix stores this information securely and in compliance with GDPR and other data privacy standards.
- These providers have their own privacy policies and security measures in place. I only use services that demonstrate a high standard of data protection, and I ensure that any data shared with them is limited to what is necessary for the service provided.

All personal data is retained only for as long as necessary for the purposes for which it was collected, or as required by law. Regular reviews are carried out to ensure data is up to date and no longer retained than necessary.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- 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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at paigebarnes1@hotmail.co.uk if you wish to make a request.

How to complain

If you have any concerns about the use of your personal data, you can make a complaint using the contact details at the top of this privacy notice.

After raising a complaint with Miss Barnes Tutoring, and you continue to remain unhappy with how your data has been used, you can also complain to the ICO.

The ICO's address:

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>

Last updated

17th August 2025