

# Privacy Policy for Whitemere Tutoring

Effective Date: 29 September 2026

At Whitemere Tutoring, we respect the privacy of our students, parents, and clients and are committed to safeguarding any personal information we collect. This Privacy Policy outlines how we collect, use, protect, and share your information in relation to the tutoring services we provide. By using our services, you agree to the practices described in this policy.

## 1. Information We Collect

We may collect the following types of personal information:

- **Personal Identifiable Information (PII):** This includes name, address, phone number, email address, and other contact information.
- **Student Information:** This includes details about the student(s) such as age, grade level, educational background, and learning needs.
- **Payment Information:** This includes credit/debit card details, bank account information, or other payment methods for invoicing and payment processing.
- **Communication Data:** Any communication via email, text, or phone regarding lessons, scheduling, or queries.
- **Lesson Records:** Notes and materials related to lessons, assessments, or progress reports.

## 2. How We Use Your Information

We use the personal information we collect for the following purposes:

- **Providing Tutoring Services:** To schedule lessons, tailor tutoring to the student's needs, and communicate with parents or guardians.
- **Billing and Payments:** To process payments and handle invoicing.
- **Communication:** To send reminders, updates, or any relevant communications regarding lessons, scheduling, or other services.
- **Improvement of Services:** To assess and improve the quality of our tutoring services and learning materials.

- **Legal Compliance:** To comply with any applicable laws, regulations, or legal processes.

### 3. Data Security

We take the security of your personal information seriously. We use appropriate technical and organisational measures to protect your data from unauthorised access, alteration, or destruction. However, no data transmission over the internet can be guaranteed to be 100% secure, and we cannot ensure the absolute security of your information.

### 4. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law. If you wish to request the deletion of your data, please contact us, and we will take appropriate action in compliance with data protection laws.

### 5. Sharing Your Information

We do not sell, rent, or lease your personal information to third parties. We may share your information in the following circumstances:

- **Service Providers:** We may share your information with third-party service providers (such as payment processors or online tutoring platforms) that assist with our operations, but only to the extent necessary to provide the service.
- **Legal Requirements:** We may disclose your information if required to do so by law, or if we believe such action is necessary to comply with legal obligations or protect our rights.
- **Parental or Guardian Access:** If the student is under 18 years old, we may share information with parents or guardians regarding lesson progress, payments, and other educational matters.

### 6. Your Rights

Depending on your location, you may have certain rights regarding your personal data, including:

- **Access to Your Information:** You may request to review, update, or correct your personal data.

- **Data Deletion:** You may request that we delete your personal information, subject to legal limitations.
- **Opting Out of Communications:** You may opt out of marketing emails or other communications by following the unsubscribe instructions in any email or by contacting us directly.

## **7. Third-Party Links**

Our website or communications may contain links to third-party websites or services. We are not responsible for the privacy practices or content of these external sites. We encourage you to review their privacy policies before providing any personal information.

## **8. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. When we do, we will post the revised policy on our website with the updated effective date. We encourage you to periodically review this Privacy Policy to stay informed about how we are protecting your information.

## **9. Contact Us**

If you have any questions about this Privacy Policy or our privacy practices, please contact us at:

Whitemere Tutoring  
admin@whitemeretutoring.co.uk

By using our services, you acknowledge that you have read and understood this Privacy Policy.

## **Signature**



Anna Prudente-Poulton

Tutor

29 September 2026