

# Mandy's Tutoring Confidentiality, Privacy and Data Retention Policy



## Will information about my family be kept confidential?

Any information given to me, either verbally or in writing, regarding your child or your family, will be treated as confidential.

I am registered with the Information Commissioner's Office (ICO) and am aware of my responsibilities under General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Any information relating to your child is stored electronically on a password controlled laptop and backed up on an encrypted memory stick.

## What information will be stored?

Only relevant data for your child's tuition will be stored. This will include details about yourself and your child including:

- Contact information
- Child's D.O.B
- Child's School
- Information relating to any relevant learning needs/ medical conditions

I will only be storing information that is required for your child's tuition to go ahead. If you have any questions about why specific information is required, please contact me for clarification.

Information will be stored for the duration of your child's tuition, unless otherwise specified. This information will be deleted once it is no longer required.

Information relating to the student's will only be sent and received through a dedicated email address used solely for Mandy's Tutoring ([mandy@mandystutoring.co.uk](mailto:mandy@mandystutoring.co.uk)).

## Can any information about my child be discussed or shared with anybody outside of their tuition sessions?

Information about your child will not be discussed with anyone else except those named on initial agreements (namely parents/ carers).

Exceptions can be made where written permission has been given to speak to a named individual, either as a one-off or an ongoing basis, e.g. a grandparent, school or another tutor your child might be working with.

If these permissions have been given, they can be withdrawn at any time and in that circumstance, no further communication will be made.

I will, however, divulge confidential information to the relevant authorities if there appears to be a safeguarding issue that potentially affects a child's welfare and/ or safety.