



PRIVACY POLICY



1. Introduction

InSpired Tutoring Services is committed to protecting the privacy and personal information of students, parents, guardians and other individuals who use or contact our tutoring services.

This Privacy Notice explains how we collect, use, store and protect personal information in accordance with applicable UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As our services may involve working with children and young people, we take particular care to protect their personal information and to handle it fairly, securely and appropriately.

2. Who We Are

InSpired Tutoring Services

Royal Scot House

Didcot, Oxfordshire

OX11 7NN

Telephone: 07930 117179

Email: inspiredtutoringservices@gmail.com

For data protection purposes, InSpired Tutoring Services is responsible for deciding how and why personal information is used in connection with our services.

3. What Personal Information We Collect

Depending on the services provided, we may collect and use the following information:

Students

Name

Age or date of birth

Contact details where appropriate

Educational history and current educational circumstances

Subjects and areas of learning

Learning needs and educational requirements

Assessment and progress information

Information relevant to providing appropriate tutoring

Information relating to attendance and sessions

Other information provided by a parent, guardian, school or other relevant organisation where necessary to provide the service

Parents and Guardians

Name

Contact details

Address where required

Information relating to the student's education and tutoring arrangements

Payment and invoicing information where applicable

Communications relating to the tutoring service

Enquiries and Website Visitors

If you contact us through our website, email, telephone or another communication method, we may collect information such as your name, contact details and the details of your enquiry.

We may also collect limited technical information when you use our website, depending on the website's settings and the services used to operate it.



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4. How We Collect Personal Information

We may collect information:

Directly from students, parents or guardians

Through enquiry or consultation forms

Through our website

By email, telephone or other direct communication

During meetings or tutoring sessions

Through assessments and progress reports

From schools, local authorities, education providers or other organisations where appropriate and necessary

From another parent, guardian or authorised person acting on behalf of a student

Where we receive information about a student from another person or organisation, we will handle that information in accordance with applicable data protection requirements.

5. How We Use Personal Information

We may use personal information to:

Provide and manage tutoring services

Understand a student's educational needs

Prepare appropriate lessons and learning materials

Monitor and record student progress

Communicate with students, parents and guardians

Arrange and manage tutoring sessions

Manage enquiries and bookings

Process payments and maintain appropriate financial records

Communicate with schools, local authorities or other relevant organisations where this is appropriate and lawful

Meet legal, regulatory or safeguarding responsibilities

Keep appropriate business and service records

Protect the safety and wellbeing of students and others

Deal with complaints or concerns

Protect our legal rights where necessary

We will only use personal information for purposes that are lawful, fair and transparent.

6. Our Lawful Bases for Using Personal Information

Data protection law requires us to have a lawful basis for processing personal information.

Depending on the circumstances, we may rely on one or more of the following lawful bases:

Contract

We may need to use personal information to provide tutoring services that have been requested or agreed.

Legal Obligation

We may process information where necessary to comply with a legal or regulatory obligation.

Legitimate Interests

We may use personal information where this is necessary for our legitimate business interests, provided those interests are not overridden by the individual's rights and interests.

Examples may include managing our business, maintaining appropriate records, communicating with clients and protecting our services.



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Consent

Where consent is the appropriate lawful basis, we will ask for consent clearly and will explain what the consent is for.

Where consent is relied upon, it can normally be withdrawn at any time. Withdrawing consent does not affect processing that took place before consent was withdrawn.

7. Children's Information

Because InSpired Tutoring Services works with children and young people, we recognise that children's personal information requires particular care.

We will:

Only collect information that is relevant and necessary for our services

Use children's information fairly and transparently

Keep children's information secure

Take account of the child's age, understanding and circumstances when communicating privacy information

Avoid using children's information for purposes that are unnecessary or inappropriate

Take particular care when considering whether children's information should be shared with another organisation

Children have data protection rights in their own right, although how those rights apply in practice can depend on factors such as their age, maturity and understanding.

8. Special Category Information

In some circumstances, information relating to a student's learning needs, health, disability or other circumstances may amount to special category personal data under data protection law.

Where we process special category information, we will only do so where there is an appropriate lawful basis and additional condition under applicable data protection law.

We will only request or retain such information where it is relevant and necessary for the services being provided or where there is another lawful reason for doing so.

9. Sharing Personal Information

We do not sell personal information.

We may share personal information where this is necessary, lawful and appropriate, for example with:

- Parents or guardians
- Schools or educational organisations involved in supporting the student
- Local authorities or relevant education services where appropriate
- Service providers who help us operate our business
- Payment or accounting providers where necessary
- Professional advisers where necessary
- Emergency services or other appropriate authorities where required
- Relevant organisations where disclosure is required by law or necessary for safeguarding

We will take appropriate care when sharing children's information and will only share it where there is a lawful and appropriate reason to do so, taking the best interests of the child into account.



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10. Keeping Personal Information Secure

We take reasonable and appropriate technical and organisational measures to protect personal information against:

- Unauthorised access
- Accidental loss
- Unauthorised disclosure
- Alteration
- Destruction

Other inappropriate use

These measures may include:

- Password-protected digital systems
- Secure storage of electronic records
- Locked and secure storage of paper records
- Appropriate access controls
- Secure handling of communications

Regular review of how personal information is stored and handled

No method of electronic storage or transmission can be guaranteed to be completely secure, but we will take reasonable steps to protect the information we hold.

11. How Long We Keep Personal Information

We will only keep personal information for as long as it is reasonably necessary for the purposes for which it was collected, including where necessary to meet legal, accounting, safeguarding or other regulatory requirements.

Generally, information relating to a tutoring relationship will be retained for the duration of the service and for an appropriate period afterwards.

Different types of information may need to be kept for different lengths of time.

When information is no longer required, we will securely delete, destroy or otherwise dispose of it as appropriate.

12. Your Data Protection Rights

Depending on the circumstances, individuals have rights relating to their personal information, including:

- The right to be informed about how personal information is collected and used.

- The right of access to personal information held about them.

- The right to rectification of inaccurate or incomplete information.

- The right to erasure in certain circumstances.

- The right to restrict processing in certain circumstances.

- The right to object to certain processing.

- The right to data portability in certain circumstances.

- The right to withdraw consent where consent is the lawful basis for processing.

These rights are subject to certain legal conditions and exemptions, so they may not apply in every situation.

If a request relates to a child's personal information, we will consider the child's age, maturity and understanding when determining how the request should be handled.



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13. Website and Cookies

Our website may use cookies and similar technologies.

Some cookies may be necessary for the website to operate correctly. Other cookies, such as certain analytics or tracking cookies, may require consent before they are used.

We will provide appropriate information about cookies used on the website and, where required, ask for consent before using non-essential cookies.

14. Data Breaches

If we become aware of a personal data breach, we will assess what has happened and the potential risk to individuals.

Where required by data protection law, we will notify the Information Commissioner's Office (ICO) and/or affected individuals within the applicable timescales.

Not every personal data breach is required to be reported to the ICO. The decision will depend on the circumstances and the risk to individuals.

15. Complaints

If you have concerns about how InSpired Tutoring Services handles your personal information, please contact us first so that we have the opportunity to address your concerns.

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe your personal information has been handled unlawfully or your data protection rights have not been respected.

Information about the ICO and how to make a complaint is available from the ICO's website.

16. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes to our services, the way we process personal information or changes in data protection law.

The latest version will be made available through our website where appropriate.

This Privacy Notice was reviewed and updated in August 2026.

17. Contact Us

If you have any questions about this Privacy Notice, how we use personal information, or wish to exercise your data protection rights, please contact:

InSpired Tutoring Services

Royal Scot House

Didcot, Oxfordshire

OX11 7NN

Telephone: 07930 117179

Email: inspiredtutoringservices@gmail.com

We will deal with requests and concerns in accordance with applicable data protection law.

Privacy Notice reviewed: August 2026

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Email: inspiredtutoringservices@gmail.com