



Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers and contacts (for example, name and contact details)
- Correspondence between ourselves and you as parents.
- External reports and assessments given to us by parents.
- Assessments we administer with pupils, within our sessions.

How we get the personal information and why we have it

The personal information we process is provided to us directly by you, for the purpose of:

- Informing our session planning for your child/children.
- Communicating effectively.

We will only share any information if expressly asked by yourself; for example, if you wish a report to be written for another professional.

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting Jane Draper, Yasmin Roberts or Johanna Powell at contact@jayeducation.co.uk.
- We have a legitimate interest in providing an educational service to your child/children.

How we store your personal information

All personal information, both hard copies and those online, are stored securely with only ourselves having access. We keep this information whilst we are providing tuition for a pupil and for the following three years, after which all hard copies are shredded and online copies deleted.

Your data protection rights

Under data protection law, you have rights including:

- You have the right to ask us for copies of your personal information.

- 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.
- You have the right to ask us to erase your personal information in certain circumstances.
- You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- You have the right to object to the processing of your personal information in certain circumstances.
- 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, we have one month to respond to you. Please contact us at contact@jayededucation.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@jayededucation.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>