



## Privacy Notice

### 1. OUR CONTACT DETAILS

- 1.1. Name: Damian Brown t/a Sum Maths Tuition ([ZA779987](#)).
- 1.2. Address: 9 Isle Road, Portland, Dorset. DT5 2JQ.
- 1.3. Phone number: 01305 898165.
- 1.4. E-mail: [damian@summaths.co.uk](mailto:damian@summaths.co.uk)

### 2. THE TYPE OF PERSONAL INFORMATION WE COLLECT

- 2.1. We currently collect and process the following information:
  - i. Name.
  - ii. Address.
  - iii. Telephone number.
  - iv. Email address.
  - v. Age of the student.
  - vi. Any SEN/D requirements of the student.

### 3. HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

- 3.1. Most of the personal information we process is provided to us directly by you for one of the following reasons:
  - i. To enable us to deliver effective tuition.
- 3.2. We also receive personal information indirectly, from the following sources in the following scenarios:
  - i. Tutora Ltd t/a Tutorful ([ZA324226](#))
  - ii. Tutortastic Limited ([ZA936429](#))
  - iii. Jurassic Coast Tutors ()
  - iv. Irrox Limited t/a Tutor Hunt ([ZA787382](#))
  - v. Whitaker Greenwood Ltd t/a Personal Tutors ([ZA802367](#))
  - vi. Tutormate Ltd ([ZA764510](#))

if they, as a tutoring agency, refer you to us for tuition.

- 3.3. We use the information that you have given us in order to:
  - i. Visit the student for face to face tuition.
  - ii. Send worksheets, books or exam papers.
  - iii. Communicate tutorial details.
  - iv. Tailor tuition to the students needs.

- v. Fulfil statutory requirements for invoicing.
- 3.4. We may share this information with your nominated exam centre to facilitate teacher assessed grading.
- 3.5. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:
- i. Your consent. You are able to remove your consent at any time. You can do this by contacting [damian@summaths.co.uk](mailto:damian@summaths.co.uk), 01305 898165 or 9 Isle Road, Portland, Dorset. DT5 2JQ
  - ii. We have a contractual obligation.
  - iii. We have a legal obligation.
  - iv. We have a legitimate interest.
4. HOW WE STORE YOUR PERSONAL INFORMATION
- 4.1. The information you provide is securely stored on a password protected system owned by Krystal Hosting Limited.
- 4.2. Other information such as video recording of online tutorials, completed worksheets or exam papers and analysis documents are securely stored on a password protected account with Google Inc.
- 4.3. We keep video recordings of online tutorials for 90 days following the tutorial. We will then dispose your information by deleting files.
- 4.4. We keep all other information for six years following the final tutorial. We will then dispose your information by deleting any files and removing any database entries.
5. YOUR DATA PROTECTION RIGHTS
- 5.1. Under data protection law, you have rights including:
- i. Your right of access - You have the right to ask us for copies of your personal information.
  - ii. 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.
  - iii. Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
  - iv. Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- v. Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
  - vi. 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.
- 5.2. 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.
- 5.3. Please contact us at [damian@summaths.co.uk](mailto:damian@summaths.co.uk), 01305 898165 or 9 Isle Road, Portland, Dorset. DT5 2JQ if you wish to make a request.
6. HOW TO COMPLAIN
- 6.1. If you have any concerns about our use of your personal information, you can make a complaint to us at [damian@summaths.co.uk](mailto:damian@summaths.co.uk), 01305 898165 or 9 Isle Road, Portland, Dorset. DT5 2JQ.
- 6.2. You can also complain to the ICO if you are unhappy with how we have used your data.
- 6.3. 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>