

GDPR PRIVACY POLICY FOR SOMERSET MATHS - APRIL 2018

This is **Somerset Maths's** privacy policy, located at **Lansdowne, Church Road, Brean, Burnham-on-sea, Somerset. TA8 2SF** and you can email me at **somersetmaths@btinternet.com**. This privacy policy explains how I use any personal information I collect about you and why I collect it.

What Information Do I Need?

I need your contact details, your name, phone number, address, postcode and email address. I will also need information about your age and health for a tuition session to go ahead.

Why Do I Need It, How Will I Use It and How Long Will I Retain It?

I need all the details above to ensure that it is appropriate for me to provide the services you may ask for and for insurance purposes. I will store your information for 7 years after the date of your session, or for 7 years after you have reached the age of 18 if you are/were under 18 when your session took place. My lawful basis for processing this personal information is 'contract', this means that I have a legal reason to ask you for your data because I need it for contractual reasons. You do not have to share your personal data with me, but if you do not I cannot offer you maths tuition with myself, Stephen Wood. You must fulfil your side of the contract (share your personal information) for me to fulfil mine (carry out tuition).

Marketing

I may occasionally like to send you information about the services I offer using the information you have shared with me, but you do not have to agree to this for sessions to go ahead. If you agree to being contacted for marketing purposes using the following methods, **please tick** the relevant boxes to give your consent. You may withdraw this consent at any time by emailing me at **somersetmaths@btinternet.com** or by calling me on **01278 751660**.

Post Email Phone SMS

Will I Share Your Information?

I will not share your information with anyone outside of **Somerset Maths**.

Who can I complain to if I feel you are not handling my data correctly?

Please contact me if you have any questions about this privacy policy or the information I hold on you, you can do this by email (**somersetmaths@btinternet.com**) or post (**Lansdowne, Church Road, Brean, Burnham-on-sea, Somerset TA8 2SF**). If you believe I am not handling your data correctly you have a right to make a complaint, this should be sent to me using the above contact details. If you are unhappy with my response you should then contact the ICO (independent commissioner's office) by contacting them or using the following web page <https://ico.org.uk/concerns/>.

Learner name (if under 18)

Parent / guardian name:

Parent / guardian signature:

Date: