



Privacy Policy

To be reviewed September
2025

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Privacy Policy

Last updated: 17.07.25

T3 Tutoring is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and protect your personal data when you use our tutoring services. We comply with the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR), which applies within the UK post-Brexit, as well as other applicable data protection laws.

1. Information We Collect

T3 Tutoring collects the following types of personal data:

- **Student Information:** Name, age, grade level, school, and academic subjects.
 - **Parent/Guardian Information:** Name, contact details (email address, phone number), and relationship to the student.
 - **Tutoring Session Information:** Notes on tutoring sessions, progress reports, and feedback.
 - **Communication Information:** Any communication with you or your student via email, phone, or online platforms.
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2. How We Use Your Information

T3 Tutoring uses the personal data we collect for the following purposes:

- To provide tutoring services and support to the student.
 - To communicate with you about scheduling, feedback, or other service-related matters.
 - To monitor and improve the effectiveness of our tutoring sessions.
 - To comply with legal obligations and resolve any disputes.
 - To send marketing communications (if you have opted-in for marketing emails).
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3. Legal Basis for Processing Personal Data

Under the UK GDPR and the Data Protection Act 2018, T3 Tutoring is required to have a legal basis for collecting and processing your personal data. We rely on the following legal bases:

- **Consent:** We may ask for your consent to process personal data in certain situations, such as for marketing purposes.
- **Contractual Necessity:** We process personal data to fulfil our contract with you, including providing tutoring services.
- **Legal Obligation:** We may process personal data to comply with legal or regulatory requirements.
- **Legitimate Interests:** We may process personal data where necessary for our legitimate interests, such as improving our services, ensuring security, and administering our business.

4. Use of Student Work for Display or Social Media

T3 Tutoring may use student work, such as assignments, projects, or practice exercises, for display purposes or to showcase examples of our tutoring services. However, we will never use personalised student work that includes identifiable information such as names, personal statements, or reflections that could identify a student. We ensure that no work includes content that could lead to the identification of an individual student.

Social Media Use: In certain cases, student work may be featured on T3 Tutoring's social media platforms or website, but again, no personal information or identifying details (such as names, personal reflections, or statements) will be shared without explicit consent.

5. Promotional Materials and Consent

T3 Tutoring may create promotional materials, such as brochures, flyers, or digital content, to showcase the impact and success of our tutoring services. However, any use of a student's image, name, or work in promotional materials will only occur with the explicit, written, and signed consent of the student's parent/guardian. This consent will also be obtained from the associated school, if necessary, and any materials will not feature identifying details without express permission.

No promotional use will be made unless we have first received a signed agreement from both the parent/guardian and, if applicable, the school. This ensures that all parties are in full agreement with the intended use.

6. Sharing Your Data

T3 Tutoring will not sell, rent, or lease your personal data to third parties. We may share your information in the following cases:

- **Service Providers:** We may share your data with third-party vendors who assist us in providing services, such as email providers or IT support. These third parties are required to process data only on our behalf and must comply with data protection laws.
 - **Legal Compliance:** If required by law, we may disclose your information to government authorities, regulators, or law enforcement.
 - **Tutors:** We may share relevant student data (e.g., academic history or progress) with tutors who are providing services directly to the student.
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7. Data Retention

T3 Tutoring will retain your personal data only for as long as necessary to fulfil the purposes outlined in this Privacy Policy. After that, we will securely delete or anonymise your data, unless we are required by law to keep it for a longer period.

8. Your Rights Under UK GDPR

As a data subject under the UK GDPR, you have the following rights regarding your personal data:

- **Right to Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You have the right to request updates or corrections to inaccurate or incomplete data.
- **Right to Erasure:** You may request that we delete your personal data, subject to certain conditions.
- **Right to Restrict Processing:** You can ask us to restrict the processing of your data under specific circumstances.
- **Right to Object:** You may object to our processing of your personal data, including for direct marketing.
- **Right to Data Portability:** You may request that we transfer your personal data to another organisation.
- **Right to Withdraw Consent:** If we rely on consent, you can withdraw it at any time without affecting prior lawful processing.

To exercise these rights, please contact us at [insert contact information].

9. Security of Your Data

T3 Tutoring implements appropriate technical and organisational measures to protect your personal data. This includes encryption, secure servers, and strict access controls to prevent unauthorised access, disclosure, or destruction.

However, no method of data transmission over the internet or electronic storage is 100% secure. While T3 Tutoring strives to protect your data, we cannot guarantee its absolute security.

10. International Data Transfers

T3 Tutoring will not transfer your personal data outside the UK unless necessary. If such a transfer is required, we ensure that appropriate safeguards are in place, such as Standard Contractual Clauses (SCCs) or other mechanisms approved by the UK Information Commissioner's Office (ICO).

11. Cookie Policy

T3 Tutoring's website may use cookies and similar tracking technologies to enhance your browsing experience, analyse site traffic, and understand user behaviour. This Cookie Policy explains what cookies are, how we use them, and your choices regarding their use.

What Are Cookies?

Cookies are small text files that are stored on your device (computer, tablet, or mobile) when you visit a website. They help the site remember information about your visit, such as your preferred language or login details, making your next visit easier and the site more useful to you.

How We Use Cookies

T3 Tutoring uses cookies for the following purposes:

- **Essential Cookies:** These are necessary for the website to function properly and cannot be switched off in our systems. They are usually only set in response to actions you take, such as logging in or filling out forms.
- **Performance Cookies:** These cookies allow us to measure and improve the performance of our website by tracking visits and traffic sources.
- **Functionality Cookies:** These cookies enable the website to provide enhanced functionality and personalisation.
- **Marketing/Targeting Cookies:** These may be set by third-party providers to help us deliver relevant advertising or content on other sites.

Third-Party Cookies

We may also use third-party services (e.g. Google Analytics) that set cookies on our behalf to collect data on how visitors interact with our website. These third parties have their own privacy and cookie policies.

Your Cookie Choices

When you first visit our website, you will be prompted to accept or decline the use of non-essential cookies. You can also manage your cookie preferences at any time by adjusting your browser settings. Please note that disabling some cookies may affect the functionality of the site.

For more information about cookies and how to manage them, visit www.allaboutcookies.org.

12. Children's Privacy

T3 Tutoring provides services to secondary school students and does not knowingly collect personal data from children under the age of 13. If you believe we have inadvertently collected such data, please contact us immediately, and we will remove the information.

13. Changes to This Privacy Policy

T3 Tutoring may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. When we do, we will post the updated version on our website with a revised "Last Updated" date. We encourage you to review this policy periodically.

14. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or your personal data, please contact T3 Tutoring at:

- **Email:** tutoringt3@gmail.com
- **Phone:** **07400399684**
- **Postal Address:** 4-6 New Rents, Ashford, Kent. TN23 1JH

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK's data protection authority, at **www.ico.org.uk**, if you believe that T3 Tutoring has not complied with data protection laws.