

Privacy Policy

Jenny Forsythe is committed to protecting and respecting your privacy. I would like you to understand how I collect data and use information about you.

1. Who am I?

For the purposes of data protection law, the “controller” for Maths Tutoring with Jenny Forsythe, is myself Jenny Forsythe a soletrader.

As controller I am responsible for, and control the processing of, any personal data I collect. I am registered as a data controller with the Information Commissioner’s Office, which is the UK’s supervisory authority for data protection matters.

2. What information do I collect?

During the initial consultation a registration form is completed which includes some personal details, maths achievements to data, special educational needs(SEN), some medical details, interests and ambitions.

Subsequently data is collected on a child’s progress.

Emails are collected as received and filed under your child’s initials.

Texts are collected.

Data collected is kept to the minimal amount necessary to provide the services of Maths tutoring.

3. How do I collect data?

Data is collected directly from you, your child or from a piece of work completed for me or at school.

Whilst I believe it is beneficial to work with all parties to fully support student’s education, I will not collect data from the your child’s school unless agreed with you in advance.

If you use my website for ‘Bookings’, ‘Help!’ or ‘Comments’ a minimal amount of data is collect for these purposes.

4. How will I use personal data?

Personal details are used to keep in touch with you on the proposed work schedule, your child’s progress and any achievements or concerns. They are also necessary in case of emergencies.

Data on maths achievements and SEN are used to inform current, and future, planning of lessons and to provide feedback to the student and yourselves.

Medical details are used to inform me of any necessary care needed.

Interests and ambitions details are used to tailor the lessons where possible to the individual student, and to build up a good working relationship.

I will only use your data for the purposes for which it was collected.

5. Do I share personal data?

Your personal data is not shared with any other parties unless you have given your consent except where there is a legal requirement to do so. For example, for the purposes of tax records a limited amount of personal data will form part of these records, should they be requested.

6. Do you have to provide personal data?

You do not have to provide personal data. However, if this is the case I am unable to provide Maths tutoring.

7. How long will your personal data be kept?

I carefully consider the personal data I store. I will not keep your information in a form that identifies you or your child for longer than is necessary for the purposes of Maths tutoring. In some instances, I am required to hold data for a minimum period: for example, UK tax law currently specifies a five year period after the 31st January deadline of the relevant tax year.

The nature of Maths tutoring is such that I place importance on a life-long interest in my students’ progress. For the purposes of ‘Maths Tutoring with Jenny Forsythe Alumni’, I will keep a name and one piece of contact information for the any future contact.

8. How do I keep your personal information secure?

Any hard copies of data are kept at an alarmed property. When removed from the property they are kept under my supervision. On disposal they are shredded.

Electronic data is kept behind a password and a time-locked screen. A minimal amount of data is kept electronically for the purposes of invoicing, income records, emergency contacts and maths progress. Wherever possible reference to your data is only made as initials. On disposal all electronic data is deleted from my computer, phone and back-ups.

9. Your right to have your personal data or have it deleted?

You have the right to see the information I hold relating to Maths tutoring with me and/or to have it deleted. If you wish to exercise either of these rights please contact me. As I need some personal data for the purpose of Maths tutoring if it is to be deleted, Maths tutoring will cease.

The procedures for securing your data are under regular review.

If you have queries regarding this Privacy Policy please contact jforsythe@passion4maths.com