



**PL6 LEARNING HUB**  
INSPIRATION THROUGH INNOVATION

## PL6 Learning Hub GDPR Policy

### 1. Introduction

This policy outlines how [Your Tutoring Business Name] complies with the General Data Protection Regulation (GDPR) to protect the personal data of our clients, students, and staff.

### 2. Data Controller

[Your Tutoring Business Name] acts as the data controller and is responsible for the collection, processing, and storage of personal data.

### 3. Types of Personal Data Collected

We may collect and process the following categories of personal data:

- **Parent/Guardian Information:** Name, address, email, phone number.
- **Student Information:** Name, age, subjects studied, academic performance, special educational needs, and medical information.
- **Tutoring Session Data:** Performance, assessments, and progress reports.

### 4. Purposes of Processing Personal Data

The personal data collected will be used for the following purposes:

- To establish and maintain communication with parents/guardians and students.
- To assess students' academic needs and develop customized tutoring plans.
- To monitor and report on students' progress.
- To fulfill any legal or regulatory obligations.

### 5. Legal Basis for Processing Personal Data

The processing of personal data is based on one or more of the following legal grounds:

- **Consent:** Explicit consent obtained from parents/guardians or students.
- **Contractual Necessity:** Processing necessary for the performance of the tutoring contract.
- **Legal Obligation:** Compliance with legal requirements.
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### 6. Data Retention

Personal data will be retained only as long as necessary to fulfill the purposes outlined in this policy or as required by law. Upon completion of tutoring services or termination of the contract, personal data will be securely deleted or anonymized.

## 7. Data Security

We implement appropriate technical and organisational measures to ensure the security of personal data, including:

- Regularly updating software and systems.
- Using strong passwords and access controls.
- Encrypting sensitive data.
- Providing regular training on data protection practices.

## 8. Data Sharing and Third Parties

We do not sell or share personal data with third parties for marketing purposes. Personal data may be shared with:

- **Parents/Guardians:** Information about the student's progress and relevant details.
- **Educational Institutions:** With consent, to coordinate tutoring efforts and support academic progress.

## 9. Individual Rights

Under GDPR, individuals have the following rights regarding their personal data:

- **Access:** Request access to their personal data.
- **Rectification:** Request correction of inaccurate data.
- **Erasure:** Request deletion of their data.
- **Restriction:** Request restriction of processing.
- **Portability:** Request transfer of their data to another service.
- **Objection:** Object to the processing of their data.

## 10. Data Breaches

In the event of a data breach, we will notify the affected individuals and the Information Commissioner's Office (ICO) within 72 hours, as required by law.

## 11. Policy Review

This policy will be reviewed annually and updated as necessary to ensure ongoing compliance with GDPR.