



Tutors Green is committed to protecting your personal information. This Privacy Policy, together with any other documents referred to within, sets out the basis on which we will process any personal data about current, past and prospective tutors (referred to as “tutors” in this Privacy Policy).

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. Tutors Green is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

If you’d like to speak to us about Data Protection, please contact us via email:
data@tutorsgreen.com

Tutors Green is committed to safeguarding all personal information. We are legally obliged to use your information in line with all laws concerning the protection of personal information, including the DPA and GDPR (these laws are referred to collectively in this Privacy Policy as the “data protection laws”).

What information will Tutors Green collect about me?

Tutors Green will collect information from tutors via its website and directly during the admissions process and throughout the period during which tutors are delivering tuition services.

Tutors Green may also collect information from third parties, such as previous employers and/or education providers.

Tutors Green may collect the following information about tutors which we require to provide our tuition services, fulfill our safer recruitment obligations and ensure the welfare of the tutors/pupils we work with:

- name, email address, postal address, telephone number and other contact details;
- date of birth
- educational background and qualifications;
- proof of identification;
- bank details and other financial information;
- resume;
- Enhanced DBS Certificate number;
- overseas check;
- Prohibition from teaching check



- subjects you teach;
- your availability;
- attendance records;
- evidence of Right to Work in the UK;
- references received from previous employers and/or education providers;
- communication history;
- booking history;



How will Tutors Green use the information they collect about me?

Tutors Green will use your personal information for the purposes of providing tuition services, meeting our safer recruitment obligations and ensuring the welfare of the tutors/pupils we work with. This may include, but is not limited to:

- Fulfill safeguarding/legal requirements
- Administering finance
- Monitoring and reporting on pupils' progress
- Provide appropriate pastoral care
- Ensuring pupil/tutors safety and security
- Providing support to tutors
- Matching tutors to tuition roles
- Enabling communication between tutors and customers
- To ensure quality of service

The data will not be used to make automated decisions.

What is our legal basis for processing your personal data?

For processing to be lawful under the GDPR, Tutors Green must establish a lawful basis before processing personal data. Most commonly, Tutors Green will use the personal information of its tutors in the following circumstances:

1. To perform the contract between Tutors Green and tutors.
2. To comply with a legal obligation.
3. To protect the interests of the tutor/customer (or someone else's interests).
4. Where it is necessary for legitimate interests pursued by us or a third party (see below).

On rare occasions, Tutors Green may use the personal information of its tutors where it is needed in the public interest. If none of these reasons apply, we will ask for the consent of the tutor before processing their personal information.



What is legitimate interest?

The legal basis of legitimate interest means that we will process personal data based upon an interest of the individual, Tutors Green or a third party. Where there is a legitimate interest for processing personal data, Tutors Green will consider whether the processing is necessary for the purpose and whether the interests of the individual override the legitimate interest before processing personal data.

The following legitimate interests may apply:

- To provide details about our services
- To give and receive references
- To help meet pupils' educational needs
- To enable Tutors Green to monitor pupils' home education and progress
- To enable relevant authorities to monitor pupils' home education and progress
- To enable relevant authorities to monitor Tutors Green performance as an education provider, for example, an audit.
- To safeguard pupils and provide pastoral care
- To keep in touch with former tutors
- To obtain professional advice

What about special categories of data?

Tutors Green does not currently hold the following special categories of data about its tutors: racial or ethnic origin and religious beliefs.

How long will your information be held?

Tutors Green will ensure that no personal data is kept for longer than is necessary for the purpose for which it was provided, whilst also fulfilling all legislative obligations.



Will Tutors Green share my personal information with anyone else?

We will keep your information confidential. It will be shared with customers of Tutors Green for the purposes of administering education to pupils.

It may also be necessary for Tutors Green to share personal information with third parties, such as:

- Tutor Cruncher
- Relevant government authorities, such as the DfE, HMRC, local authorities or police
- Regulatory bodies, such as OFSTED/ISI

We do not disclose personal information about tutors to advertisers or sell your information to any other organisation for marketing purposes.

Transferring data outside of the UK

Tutors Green will not transfer personal data outside of the UK.

How does Tutors Green keep my data safe?

Tutors Green has put in place appropriate technical and organisational steps to ensure the security of personal data about tutors. These include ensuring all company computers have up-to-date anti-virus protection and the use of granular user permissions to restrict user access to the required level for their role.

Tutors Green will securely dispose of personal data when it is no longer required.

Cookies and site statistics

We do gather non-personal data regarding site visitors to our website. This is provided to use statistical information on visits to pages, type of browsers being used to view the site, paths taken through the site and other general information. Under no circumstances can this be linked to a particular person.

A “cookie” is a small text file, which helps the server to identify your computer but not the individual. The cookies help us to make your visitor session more personal and enriching experience. If you wish not to have this facility you are able to disable cookies using that option in your particular browser’s settings. Alternatively, you can opt out of collection of information by using the following services:

- Digital Advertising Alliance
- Your Online Choices

What are your rights?

Data protection laws provide that the data we hold about you should be processed lawfully and fairly. It should be accurate, relevant and not excessive. The information should be kept up to date, where necessary, and not retained for longer than is necessary. It should be kept securely to prevent unauthorised access by other people.

The individual about whom the data relates (the data subject) has rights under data protection laws. It is generally regarded that individuals aged 13 or above have sufficient maturity to assert their rights under data protection law, although we will judge this on a case-by-case basis.

As a data subject, you have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please contact data@tutorsgreen.com for more information or advice on this.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact data@tutorsgreen.com. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.



How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact data@tutorsgreen.com

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at: -

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk