

Type of data	Uses of that data	Data is stored	Data is destroyed
Parent/Carer contact information.	We only contact you with offers or information about our projects. We will never promote any other products or pass your data onto anyone else.	Under lock and key in the registered business address, and under password protection online.	At your request.
Student/Learner contact information.	In cases where you have given us consent to contact the student directly we will use this data to notify them of changes to plans or special offers only.	Under lock and key in the registered business address, and under password protection online.	At your request.
Students' personal information.	For example, gender, ethnic group, special education needs etc. This data is used anonymously to report on our work with minority groups and only shared with external funding groups in anonymous format.	Under lock and key in the registered business address, and under password protection online.	At your request.
Students' self-assessment feedback forms and worksheets.	This is used to monitor progress and behaviour in accordance with our child protection policy. Names and dates of birth are used to submit learners for certification with external awarding bodies.	Under lock and key in the registered business address, and under password protection online.	At your request. Or after 5 years.
Students' case-study	In rare circumstances we may write a detailed case study of a particular student/students for the purpose of reporting our successes – in such cases you will be approached individually for permission to do this.	Under lock and key in the registered business address, and under password protection online.	At your request. Or after 5 years.
Students' photographs, audio recordings, video and other digital media.	This is used online, on social media and in promotional material to assess the progress of students, performance of teachers, and to celebrate the success of our students and to promote our activities as a non-profit school.	Under lock and key in the registered business address, and under password protection online.	At your request.
Other data	Including First Aid Incident book, Visitors book, disclosures, grievances or data generated by other processes required by our safeguarding or child protection policies will all be used solely by us and our staff – in all these eventualities you will have been notified directly of whatever incident caused the data to be collected.	Under lock and key in our registered business address, and under password protection online.	At your request (except where we are required to pass information to law enforcement organisations, for instance).
Payment Data	If you pay online via our website, PayPal or BACS we will have a secondary set of data showing your contact information, amounts paid and methods of payments. In some instances, we may have your bank account details.	Online under password protection and under the server security of proprietary software (e.g. PayPal, Online Banking etc)	At your request.
Video from online recordings	Video from online teaching sessions is used to assess progress and plan future teaching. As per our "Online Safety Policy", "Safeguarding and Child Protection Policy" and the agreements clients sign when booking online tuition, the videos from online recordings are also kept as evidence if any event or accusation has been made. For these purposes videos are used solely to view events in the past where such viewing has been requested by a law enforcement body or for the purposes of child protection and safeguarding.	Each tutor has an external Hard-drive onto which live online teaching is recorded. Each week these hard-drives are delivered to the child protection officer who copies all data onto one central hard- drive, and deletes the copies on the tutors hard-drive. The central hard-drive is kept under lock and key by the child protection officer.	At your request or after 1 year, unless it is required as evidence due to an accusation or investigation.