



GDPR and Privacy Policy

The General Data Protection Regulations (GDPR) came into force on 25th May 2018 and requires that all businesses issue a privacy statement to all clients and contacts, regarding the data held about the individual.

What information is held

The information held by Mrs Watson at Wonderlearn comes from you as the parent and your child as the student. On the registration form you complete the following information if requested:

- Student Name
- Age and School Year Group
- Main contact phone number
- Main contact email address
- School attended
- Student home address for posted course materials
- Anything else the parent feels is important for tuition e.g. special educational needs, medical conditions etc.

Wonderlearn also holds the following information for each student:

- Tracking progress.
- Objectives and lesson plans
- Marked homework (where requested)

Wonderlearn will only hold the data needed to provide the services you have registered for. Contact information is used for bookings, invoicing, record keeping and the communication for current and future courses.

Data will not be shared unless there is a legal obligation to do so. All reasonable steps are taken to ensure your data is processed and stored securely. Any information held as paper copies is kept in a securely locked cabinet and also any files are stored on my password protected computer. Names and email addresses are also stored in my email contacts on my password protected computer and phone numbers are also stored on my pass code protected mobile phone.

Your rights

You have the right to ask for all information held relating to you to be deleted. Please note, however, that for child protection reasons tuition cannot continue after information is deleted and that terms and conditions regarding cancellation remain the same. Unless a client has specifically asked for information to be destroyed, client details will be held on file for 2 years following the completion of tuition by the student. Financial data will be retained for seven years for tax reasons. When the information is destroyed, all papers will be shredded to protect the clients identify and any data held in computer files will be either made anonymous or permanently deleted. Emails/ Phone records will be permanently deleted.

Subject access requests

You have the right to see information held relating to this tuition agreement.

If you wish to exercise this right, then you can do so by making an appointment to view the information at the beginning of your child's tuition lesson.

Communication

For child protection reasons, Mrs Watson will communicate with you, as the parent before tuition begins and ask for your consent to hold information on your child and permission to tutor. Communication regarding booking invoices etc. is via email and occasionally text message or phone call.

Consent

It is assumed that on completing the registration form and tuition agreement that is available for completion during the induction process, that you consent to me holding the information about your child on file for up to 2 years after tuition with me ends. It is assumed that consent to communicate via Zoom or Skype is given by parents who pay for online tuition.

Data Breaches

The GDPR introduces a duty on all organisations to report certain types of data breach to the Information Commissioner's Office (ICO), and in some case, to individuals. In the event of a data breach, Mrs Watson will notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Photography

From time to time, Mrs Watson will take photos of children's work and associated activities taking place. These may and only with express permission be published on the Wonderlearn website and on social media.

Video

The videos that are created by Zoom (and which are made available via Wonderlearn) are stored on Vimeo which provides encrypted and password protected file access protection. The access to these files is available only via password, and the downloading of videos is not permitted. The videos are kept on Vimeo for a maximum of 2 years and are subject to permission being granted by parents.

Related Third Party GDPR Policies

Vimeo : [Vimeo - Privacy Policy](#)

Dropbox: [Dropbox - Privacy Policy](#)

Siteground: [Siteground - Privacy Policy](#)