



New Way Tuition

Data Protection and GDPR Policy

Written by: Managing Director, Mandy Ward on 6th January 2025.

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Definitions

- **Tutoring:** Educational alternative provision.
- **GDPR:** General Data Protection Regulation.
- **Responsible Person:** Mandy Ward is the individual responsible for data protection.
- **Register of Systems:** A register of all systems or contexts in which personal data is processed by New Way Tuition.

The Data Protection Act (2018) establishes the legal framework within which educational settings and local authorities in the UK must operate when processing personal data. New Way Tuition provides tuition both face-to-face and online and is based in Brentwood, Essex, UK. For the purposes of this policy, "New Way Tuition" refers to the organisation as a whole, including Mandy Ward, the Designated Safeguarding Lead (DSL).

Data Protection Principles

New Way Tuition is committed to processing data in accordance with its responsibilities under the GDPR. Article 5 of the GDPR stipulates that personal data must be:

- a. Processed lawfully, fairly, and transparently in relation to individuals.
- b. Collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving in the public interest, scientific or historical research, or statistical purposes shall not be considered incompatible with the initial purposes.
- c. Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- d. Accurate and kept up to date where necessary; every reasonable step must be taken to ensure that personal data which are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Personal data may be stored for longer periods if processed solely for archiving purposes in the public interest, scientific or historical research, or statistical purposes, subject to the implementation of appropriate technical and organisational measures required by the GDPR to safeguard individuals' rights and freedoms.
- f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

General Provisions

- a. This policy applies to all personal data processed by New Way Tuition.
- b. The Responsible Person shall take responsibility for ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually, and updates shall also apply to the Privacy Notice.

- d. New Way Tuition maintains current registration with the Information Commissioner's Office (ICO) as an organisation that processes personal data.
- e. This policy should be read in conjunction with the Privacy Notice and Website Terms and Conditions, both of which are accessible through the website.

Our Contact Details

- **Name:** Mandy Ward
- **Website:** www.newwaytuition.co.uk
- **Phone Number:** 07985 686992
- **E-mail:** mandy@newwaytuition.co.uk

The Type of Personal Information We Collect

New Way Tuition currently collects and processes the following information:

- **Personal Identifiers:** Name, contact details, and address.
- **Safeguarding Information:** Professional involvement and court orders.
- **Educational Needs:** Special Educational Needs and Disabilities (SEND) provision, Education Health Care Plans (EHCPs).
- **Behavioural Information:** Behaviour plans, exclusions.
- **Medical Needs:** Child health, allergies, medication, and dietary requirements.
- **Attendance:** Attendance records, absences, and reasons for absence.
- **Assessment Information:** Levels attained and educational attainment.

How We Obtain Personal Information and Why We Have It

Most personal information we process is provided directly by you or the local authority for the following reasons:

- To meet statutory duties placed upon us by the Department for Education.
- To enable us to contact you when necessary.
- To support the learning of the students.
- To monitor and report on student progress.
- To monitor and report on student attendance.
- To ensure the safety of students.

The personal information we collect is securely stored and may be shared with relevant parties where absolutely necessary, including:

- The Local Education Authority (LEA)
- Department for Education (DfE)
- Social Welfare Services

Under Article 6 of the GDPR, the lawful bases we rely on for processing this information are:

- We have a legal obligation; processing is necessary for the LEA and ultimately the DfE.

How We Store Your Personal Information

Your information is securely stored in a password-protected electronic file. It is retained for the duration of the tuition. Once the tuition has ceased, any relevant educational information will be securely transferred to the new school (if applicable), and any copies of the information will be securely destroyed in accordance with statutory requirements for maintaining educational records.

Your Data Protection Rights

Under data protection law, you have the following rights:

- **Right of Access:** You have the right to request copies of your personal information.
- **Right to Rectification:** You can request that we rectify inaccurate personal information or complete incomplete information.
- **Right to Erasure:** You can ask us to erase your personal information in certain circumstances.
- **Right to Restriction of Processing:** You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Right to Object to Processing:** You can object to the processing of your personal information in certain circumstances.
- **Right to Data Portability:** You can request that we transfer your personal information to another organisation or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond. Please contact us at info@newwaytuition.co.uk if you wish to make a request.

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@newwaytuition.co.uk.

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

ICO Contact Information:

- **Address:**
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
- **Helpline Number:** 0303 123 1113
- **ICO Website:** <https://ico.org.uk>