

Privacy Notice September 2026

Registered name:

Tutor Your Child Ltd (registration number 13378546), also trading as '**School Consultancy Programme**'

This Privacy Notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information for
- Who we share information with
- Your rights
- How to complain

Contact details (Data Protection Officer)

Email: suefraser@schoolconsultancyprogramme.co.uk

What information we collect, use and why

We collect the following information for **recruitment purposes**:

- Contact details (e.g. name, address, telephone number and personal email address)
- Date of birth
- National Insurance number
- Copies of passports and/or other photo ID
- Employment history (e.g. job applications, employment references and/or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (e.g. basic checks and higher security clearance)
- Details of courses and training

We collect and use the following information for **fulfilling school and other educational provider contracts**:

- School data (including name, telephone number, email address and geographical address of the School, contact details including names, job titles and email addresses)
- School payment details, contacts for invoicing and payment and purchase history
- Minutes and details of School meetings, training dates and decisions made
- School staff data for those running the intervention (including their names, email addresses and job title)

We collect and use the following information for **operation of our services within school and other educational provider contracts**:

- Student data (including first name and surname, year group, class, baseline tracking assessments for maths and/or English, progress tracking against baseline and timescales, attendance and effort gradings, roadmap of tutorials needed to progress, EHCP reports and summary tracking data for key reporting periods, progress meeting notes, notes on periodic assessments and any other data required for the purposes of operating our services under the School contract).

We collect and use the following personal information (as necessary and not limited to) for **dealing with queries, compliments, testimonials, complaints or claims**:

- Names and contact details
- Payment details/account information (if needed)
- Purchase or service history
- Relevant information from previous investigations or that which is needed for dealing with the issue
- Customer or client accounts and records
- Financial transaction information
- Copies of correspondence

Not all this information will always be needed. We will always limit this to the minimum information needed in order to deal with the issue. Details of issues raised and handled will also be maintained for training and customer future reference.

Lawful bases and data protection rights

Your data is required to fulfil the terms of our contracts to schools and other educational providers and fulfil the service we offer. Only the data needed is collected, held and used in the running of our day-to-day operations.

Recruitment information is required to be held as part of our staff employment.

Where we get the personal information from

Schools and other educational providers:

- Directly from you, the School, college or other educational organisations

Students:

- Directly from schools, colleges or other educational organisations

Staff recruitment:

- Previous employers in the case of staff recruitment
- Credit reference agencies
- Staff themselves

How long we keep the information (Retention)

- Personal data and records will not be kept for longer than is necessary. This principle finds statutory form in the EU General Data Protection Regulation, which requires that personal data processed for any purpose “shall not be kept for longer than is necessary for the purpose”.
- SCP staff data files and records will be kept for a maximum of three years following cessation of employment in case of employment law obligations.
- Individual student data will be kept until the end of the academic year in which they cease using the intervention programme in order that end of year tracking can be produced.
- School staff data will be amended immediately as staff changes occur. However, staff details for those who have been running the intervention may be kept on file until the end of the academic year in which they leave/cease being involved.

Data may be kept for longer in the following circumstances:

- Statute requires retention for a longer period (see Appendix A)
- The School or education provider with whom we are working specifically gives permission, in writing, for student data to be held beyond the time they are working actively within our programme. This could be because a student has left but may return to school, or for various other reasons held by individual schools. The students will be marked as ‘inactive’ but data will be held and checked annually with the school as to whether it may be deleted or should still be maintained.
- The record should be archived for historical or research purposes (e.g. the record relates to an important policy development or relates to an event of local or national purpose)
- The records are maintained for the purpose of retrospective comparison
- The records relate to individuals or providers of services who are judged unsatisfactory. The individuals may include employees who have been the subject of serious disciplinary action
- The record contains information relevant to legal action that has been started or is being considered
- Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

For our full Retention Policy, please see our website.

Who we share information with

We do not share any information with external organisations. If this situation should change, we will update this policy accordingly.

Your Rights

Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with.

Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

Your right to erasure - You have the right to ask us to delete your personal information

Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information.

Your right to object to processing - You have the right to object to the processing of your personal data.

Your right to data portability - You have the right to ask that we transfer your personal information you gave us to another organisation, or to you.

Your right to withdraw consent - When we use consent as our lawful basis you have the right to withdraw your consent at any time.

Please note:

- Student data is passed to us from the Educational Provider. Any data protection rights requests from students to exercise their above rights should be made through the relevant Educational Provider who will forward this request to ourselves. You may also copy us in to such a request using the contact at the top of this policy.
- To implement any changes, you may be requested to undergo further identification checks.
- To make a data protection rights request for SCP recruitment data, please contact us using the contact details at the top of this Privacy Notice.
- If you make a request, we will respond to you without undue delay and in any event within one month. In some cases, we can take up to three months to respond to a more complex enquiry, but we will notify you if this is the case within one month.
- Your data is needed in order for us to fulfil our services. If we are unable to process your data as you have requested deletion, restriction, objection or withdrawal of consent, we will no longer be able to continue our services for you.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us by emailing suefaser@schoolconsultancyprogramme.co.uk or completing the contact form available on our website www.schoolconsultancyprogramme.co.uk

If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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