Arise Christian Tutor Centre Data Protection

GDPR Policy 2026-2027

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Effective Date: 4th September 2026

1. Introduction

Arise Christian Tutor Centre are committed to protecting the privacy and security of our pupils and their parents/carers. This policy explains how we collect, use, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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2. What Personal Data We Collect

We collect and process the following data:

- Pupil full name, date of birth, and school year group
- Parent/carer name and contact details (phone, email, address)
- Emergency contact information
- Educational information (e.g. school, academic targets, strengths, and areas for development)
- Lesson records, attendance, assessments, and progress notes
- Payment and invoicing details
- Any medical or special educational needs information relevant to tuition and safeguarding

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3. How We Collect Personal Data

We collect data via:

- Registration and enrolment forms
- Email, text, WhatsApp, or phone communication
- Direct updates from parents/carers or pupils
- During tuition sessions and assessments

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4. Purpose of Data Processing

We process personal data to:

- Provide effective tuition tailored to pupil needs
- Communicate with parents/carers regarding lessons, progress, and centre updates
- Maintain accurate records for safeguarding, health, and safety
- Manage billing and payments
- Comply with legal obligations (e.g. safeguarding requirements)

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5. Lawful Basis for Processing

Our lawful bases under UK GDPR include:

- Contractual obligation: to deliver agreed tuition services
- Legal obligation: safeguarding and child protection requirements
- Legitimate interests: running and managing our tuition services efficiently
- Consent: where required, such as marketing updates (you can withdraw consent at any time)

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6. Data Sharing

We do not share personal data with third parties except:

- Where required by law (e.g. safeguarding disclosures)
- With regulatory bodies if legally obliged
- With trusted service providers who process data on our behalf (e.g. invoicing platforms) under strict data protection agreements

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7. Data Retention

We keep personal data for as long as necessary to:

- Fulfil tuition and safeguarding responsibilities
- Meet legal and financial record-keeping obligations

Typically, we retain pupil records for one year after leaving unless a longer period is required by law.

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8. Data Security

We ensure that:

- All paper records are securely stored in locked cabinets
- Electronic records are password-protected and stored on encrypted devices or secure cloud systems
- Access to data is restricted to authorised staff only
- We regularly review data protection procedures

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9. Your Rights

Under GDPR, parents/carers and pupils (where appropriate) have rights to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure (where legally applicable)
- Restrict processing
- Object to certain uses of data
- Data portability (in specific circumstances)

To exercise these rights, contact our Data Protection Lead using the details below.

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10. Contact Details

If you have questions about this policy or wish to exercise your data rights, please contact:

Data Protection Lead: Joy Clarke
Email: arisechristiantutorcentre@gmail.com
Phone: 07930759092

Address: Arise Christian Tutor Centre, Derby Road, Alfreton, DE55 7AQ

11. Complaints

If you are concerned about how we process your data, you can complain to the Information Commissioner's Office (ICO) via www.ico.org.uk.