

# PREP in York Privacy Policy

Updated January 2022

## Contact details

Name: PREP in York

Address: 69 Pottery Lane, York, YO31 8SR

Phone Number: 07793682303

E-mail: [elizabethpywell@prepinyork.com](mailto:elizabethpywell@prepinyork.com)

Website: [www.prepinyork.com](http://www.prepinyork.com)

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Any other information you provide to me about you/your child's educational needs, which I need in order to tutor them

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Enabling me to contact you regarding your/your child's tuition, and to let you know about workshops, courses and competitions where relevant.
- Enabling me to provide quality tuition.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [elizabethpywell@prepinyork.com](mailto:elizabethpywell@prepinyork.com). If you remove your consent for me to hold your data, I will be unable to contact you and therefore tuition will cease.**

**(b) We have a contractual obligation.**

## **How we store your personal information**

Your information is securely stored digitally.

We keep your contact details for up to one year after you have ceased tuition. We will then dispose your information by deleting it.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us 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 to you.

**Please contact us at [elizabethpywell@prepinyork.com](mailto:elizabethpywell@prepinyork.com) 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 [elizabethpywell@prepinyork.com](mailto:elizabethpywell@prepinyork.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>