

Aiming High Tuition Privacy Policy

Our contact details

Name: Rachael Woodstock

Address: 64 Finchingfield Avenue, Woodford Green, Essex IG8 7JR

Phone Number: 0208 215 2906

E-mail: info@aiminghightuition.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Contact details
- Age and educational level

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:

- You submitted a contact request through our contact form.

We use the information that you have given us in order to keep a historical record of your learning needs, levels and achievements.

We **will not** share this information with **any third party**.

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 **competing and submitting the contact form on our website.**

How we store your personal information

Your information is securely stored on our web servers.

We keep **your name, learning needs, levels and achievements** for **1 year after your last session with us**. We will then dispose your information by removing all copies from our web servers.

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 via the contact form on our website or by emailing to info@aiminghightuition.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:

Name: Rachael Woodstock

Address: 64 Finchingfield Avenue, Woodford Green, Essex IG8 7JR

Phone Number: 0208 215 2906

E-mail: info@aiminghightuition.co.uk

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>