

PRIVACY STATEMENT

Personal Data and Privacy Statement

I process personal data relating to students, and to those making enquiries into my teaching services. I am committed to complying with data protection and privacy legal obligations.

This statement:

- sets out the principles I apply when processing personal data.
- describes the types of personal data I may collect about you.
- describes what I do with any data I collect about you, how I will keep it secure and the legal bases on which I rely for processing your data.
- informs you of your rights and how you can contact me.

About me and my services

I am a sole trader, providing educational services.

I am a Data Controller for the purposes of current data protection legislation.

My contact details are:

Lynne Phillips

1A Lily St, Roath, Cardiff, CF24 3EB.

07903 500901

lynne@lynnephillips.com

lynnephillips.com

What personal data do I collect from you?

Personal data is any information relating to a person. I only collect the personal data needed to be able to provide you with the services you have asked me to provide or tell you about.

This data consists of:

Name; address, email address; phone number; date of birth; email, voicemail, and SMS correspondence; attendance records.

If appropriate, and with your consent, (e.g. for Examination entry) I may also collect sensitive data such as evidence of disability.

I use Square, a third party payment service, for card payments. This collects your payment card details for the purposes of payments. I only have access to the last 4 digits of your payment card, which I keep for my financial records.

I use Quickbooks, a third party service, for accounting purposes. This collects your last name and initial for the purposes of accounting. Clients who pay by cheque or cash do not have their details entered on this app.

When do I collect personal data?

I collect information about you when you sign the *Teaching Agreement*, or contact me by phone, SMS, email, or via my website or social media.

What is my lawful basis for processing your data?

I may only process personal data where I have a lawful basis to do so.

I may collect and process your personal data when:

- it is necessary for the purposes of teaching you;
- it is necessary for the purposes of my legitimate interests as a business.
- it is necessary for compliance with legal obligations;
- **I have your consent to do so**

How will I use your personal data?

I may process the information I collect about you:

- to teach and maintain teaching records (accounting and attendance)
- to communicate with you.
- to protect my business from fraud and other illegal activities.

Who do we share your data with?

When entering Examinations, your name, date of birth, and relevant disability information, is shared with Examination Boards.

If paying by card, your card details are shared with Square

If paying by card or bank transfer, your surname and initial is shared with Quickbooks

In some circumstances, I may need to share your personal data with third parties (including legal or other advisers, regulatory authorities, courts and government agencies) to enable me to enforce my legal rights, or where such disclosure may be permitted or required by law.

Unless I tell you otherwise, your data will not be processed outside the EEA.

How long will I keep your data?

I will only keep personal data for as long as is necessary for teaching and teaching records, or for as long as I reasonably need to keep the information for the lawful business purposes or to comply with a statutory or other legal requirement.

Sensitive data is deleted with immediate effect when you cease lessons.

Data security

I will take appropriate technical measures to protect your personal data against accidental or unlawful loss or alteration, or unauthorised access.

My computers and mobile devices are password protected.

Sensitive data, such as disability information, when shared via email with Examination Boards, is sent as a password protected file, with the password sent as a separate email.

Your rights

You may exercise your rights by contacting me using the details in **Contact**, below. I aim to handle any requests within a reasonable period and, in any event, within one calendar month of the original request.

- **Right to information and access**

You have the right to be informed about what personal data I collect about you, why, on what lawful basis and what your rights are. This Privacy Statement is the key document I use to inform you about this.

You also have a right to request access to the information that I hold about you, and to receive a copy of this information, along with other information which is generally contained in this Privacy Statement.

- **Right to rectification**

You have the right to request that inaccurate personal data be rectified, or completed if it is incomplete.

- **Right to erasure and restriction**

You have the right to ask me to limit or cease processing or erase information I hold about you in certain circumstances. When responding to such requests, I will tell you how such restrictions or deletions may affect my ability to fulfil our contracts with you or otherwise affect your interests.

- **Right to object**

You can ask me to stop using your information, where I am processing it on the basis of my legitimate interest. I will do so unless I believe I have a legitimate overriding justification to continue processing your personal data.

- **Right to withdraw consent**

If you have given me any specific consent to use your personal data, you have the right to withdraw it any time. To withdraw consent, please email me at lynnejphillips@gmail.com

Complaints

If you are unhappy with the way I process your personal data, please contact me using the information provided below. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 or 01625 545 745

<https://ico.org.uk/global/contact-us/>

Contact

If you have any questions about this policy, or you wish to exercise any of your rights, please email me at lynne@lynnephillips.com, phone me on 07903 500901 or write to 1A Lily St, Roath, Cardiff, CF24 3EB

Updates to this statement

I may change this privacy statement from time to time. Updated versions will be posted on my website lynnephillips.com

Last updated November 2019