

# Kate Morris Tutoring

## Privacy Policy Tutoring

Please sign below to show that you have read and agree to the following:

I understand and consent to mine and my child's personal information (as below) being stored by Mrs Kate Morris (BA QTS APC AMBDA) of Kate Morris Tutoring, or any tutors working under Kate Morris Tutoring, for lawful purposes, namely tutoring/working with your child effectively. Kate Morris is registered with The Information Commissioners Office, ICO number: A8732665.

Personal information held may include the following:

Child's name, age, school, address, parent/s name and contact details (email, phone, mobile), any relevant medical details or details of SpLDs (Specific Learning Differences/Difficulties).

School reports, Assessment reports or checklists

Invoices

Paper copies of information are stored in a lockable cupboard. Electronic copies are stored on my password protected laptop.

This information will be destroyed once your child has finished tutoring.

Contact numbers, email addresses, SMS or WhatsApp messages and emails can be deleted when tutoring sessions finish and/or on your request.

However, consent forms, information sheets, invoices and payment information must be held for 7 years.

Anything reports relating to safeguarding, accidents or incidents must by law be held until your child reaches 21 years and 3 months of age.

I understand that Kate Morris Tutoring will not pass on any personal details or use them for any marketing purposes. Kate Morris Tutoring will share information with third parties only in the case of a safeguarding issue or if you have either given permission or specifically asked that information is shared (e.g. with your child's school).

This privacy notice was published on 28<sup>th</sup> May 2023.

I may change this privacy notice from time to time but the version you signed will remain applicable to you.

I continue to give consent for Kate Morris (or other tutors) of Kate Morris Tutoring to contact me.

Signature

Printed Name

Date