

**Norris Education Data Protection and Privacy Policy**

**Our contact details**

Name: Emily Norris (Director)/Mags Pitre (Assistant Director)

Address: Floor 5 The Grange, 100 High Road, London, N14 6BN

Phone Number: 07515898853

E-mail: info@norriseducation.com

**The type of personal information we collect**

We currently collect and process the following information:

* Parents (Client’s) names
* Children’s names and DOBs
* Home Address
* Email Addresses
* Contact Phone Numbers
* Child’s School Name and current attainment levels
* SEN/Educational Psychologist assessments/feedback (when applicable)
* Tutors bank details
* Tutors’ contact information (phone number and email address)
* DBS checks (for tutors)

**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:

* to schedule lessons/ assessments with directors/tutors
* to match a child with an appropriate tutor
* to liaise with parents re: progress
* to help parents choose appropriate schools to apply for when sitting 11+ exams
* to pay tutors
* to ensure that tutors have passed DBS checks before working with children

We may share this information with

* our tutors in order to liaise with you directly and inform planning

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@norriseducation.com**

**How we store your personal information**

Your information is securely stored.

We keep your child’s assessment, school and educational information for the duration of your tuition with Norris Education in order to keep a record of support and to help us plan future sessions.

We keep your contact information (name, child’s name, address/email address, phone numbers) beyond the length of your tuition with us to keep you informed about upcoming courses or products. We will dispose your information by deleting your information from our database upon request.

**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 info@norriseducation.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 info@norriseducation.com or phone us on 07515898853.

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>