

Privacy Policy

K T Tuition

This privacy policy sets out how K T Tuition uses and protects any information that you give K T Tuition when you use this website.

K T Tuition is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

K T Tuition may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

What we collect

When taking information from clients to provide them with a service, we collect the following information:

- Name
- Email address
- Telephone numbers
- Address (though not always)
- Date of birth
- School year (if relevant)
- Information relating to academic progress and/or special educational needs

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We use this information to provide you with the best service possible and link you with the most appropriate tutor for your needs.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

There are only two staff members who have access to all personal records - Head of Centre and Administrative Officer.

Individual tutors have contact details for the students with whom they work directly. They do not have access to information on any other clients.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website does not contain links to other websites.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- We will keep your data on our system whilst you are an active client of K T Tuition. When you leave our services, please inform us if you wish for your data to be deleted. This will be done so immediately.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to liaise with schools and agencies (e.g. Children's Services) only if you are directly concerned with them already. Again, this will not be done without your prior consent or knowledge.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please email office@kttuition.co.uk.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible. We will promptly correct any information found to be incorrect.

Contact us

If you have any queries about the contents of this policy, please contact K T Tuition Head of Centre, Keri Taylor, at office@kttuition.co.uk.