

# South Rose Tutoring

## Privacy Notice

### 1. Introduction

I am committed to protecting your privacy. This notice explains how I handle your personal data as a sole trader providing tutoring services.

### 2. What data do I collect?

I only collect the minimum information necessary to provide my services and manage my accounts:

- **Contact Details:** Your name (or your child's first name) and email address.
- **Session Records:** Dates, duration of lessons, and payment status.
- **Communications:** Any information provided within our email or message exchanges.

### 3. Why I need this data (Lawful Basis)

- **Contract:** I need your contact details and session info to provide the tutoring you have requested.
- **Legal Obligation:** I am required by UK law to keep financial records (e.g., who paid what and when) for tax purposes.

### 4. How I store your data

- **Emails:** Stored within a secure, password-protected email account with two-factor authentication.
- **Spreadsheet:** I maintain a password-protected Excel sheet for scheduling and billing. I do not use third-party CRM or marketing databases.

### 5. Sharing your data

I do not sell or share your data with third parties for marketing. I only share data if required by law (e.g., for HMRC tax audits).

### 6. How long I keep your data

- **Financial Records:** I keep session and payment data for at least 5 years after the 31 January submission deadline, as required by HMRC.
- **Communications:** I periodically delete old email threads once a tutoring relationship has ended and they are no longer needed for reference.

### 7. Your Rights

Under UK GDPR, you have the right to:

- Ask for a copy of the data I hold about you.
- Ask me to correct any wrong information.
- Ask me to delete your data (subject to my legal requirement to keep tax records).

### 8. Contact

If you have any questions, please contact me directly via email : [info@southrose.co.uk](mailto:info@southrose.co.uk)