



Privacy Policy

Reasons for processing information

We process personal information to enable us to provide tuition and activities to children and young people, to promote our services, to maintain our own accounts and records and to manage our employees and volunteers.

Type of information processed

We process information relevant to the above purposes. This information primarily includes:

- Contact details
- Education details
- Family, lifestyle and social circumstances

We also process sensitive classes of information that may include: physical or mental health details, racial or ethnic origin.

Who the information is processed about

We process personal information about our:

- Service users
- Teachers
- Funders
- Professional advisors
- Directors, volunteers and employees



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Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act 2018 (DPA).

Where necessary or required we share information with:

- educators and examining bodies
- referral organisations and partners
- family, associates, representatives of the person whose personal data we are processing

And for employees and volunteers only:

- Regulators, HR advisors, Government organisations, police and other relevant legal authorities

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

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This policy statement was reviewed on 21/06/2021. We are committed to reviewing our policy and good practice annually. This policy statement and accompanying procedures will next be reviewed on 21/06/2023.

A handwritten signature in black ink, appearing to read "KMa".

Signed:- Katie Marshall, Data Protection Officer