

HA Tutors Ltd t/a Harrison Allen Privacy Notice for Clients and Tutors

Our commitment

Privacy is important to us and we want you to be informed about what we do with personal data and information which you provide to us. We have sought to make this Privacy Policy as clear and concise as possible but if you have any questions please contact us.

We have designated Julie Harrison to be our Voluntary Data Protection Officer. Any questions or concerns in relation to information held about you or your personal data should be directed to her either by telephone (020 8874 0233) or by e-mail to julie@harrisonallen.co.uk.

You can also contact the Information Commissioner's Office direct at <https://ico.org.uk/concerns/>. HA Tutors Ltd t/a Harrison Allen's ICO registration number is Z2677295.

What we do

We are a tuition agency which introduces clients to tutors (who provide the tuition services to the students of the clients). We have both Private Clients as well as schools and Local Authorities as clients.

As part of our business we need to recruit tutors to register with us and we are the tutors' agents for the purposes of collecting their fees from clients.

We have staff to manage the requests made by clients, as appropriate, to manage timetables for Local Authority students and we arrange for invoices to be issued to clients and for the tutors to be paid.

From and about whom do we collect or get information?

We collect information and personal data relating to our clients, the clients' students, the students' parents/carers, tutors/teachers, third party advisors and our staff.

What information do we collect?

The personal data and information we collect may include, but may not be limited to, the following:

- Data relating to identity, including name and dates of birth;
- Contact details including addresses, telephone numbers, email addresses;
- Financial information such as bank account details;
- Sensitive data as to health, education, employment, ethnicity, religion, sexual orientation;
- Details of any Criminal record history

Why do we collect this information and data?

We collect this information and data in order

- to provide appropriate introductions for clients to tutors who provide tuition services;
- to recruit tutors and check their skills, identity and criminal record history;
- to maintain our own accounts and records to comply with relevant legislation and
- to recruit and manage our staff.

We may share information with others to achieve these purposes – for example, clients may wish to have information about tutors; tutors may need information about the students; parents/carers of students may need tutor contact information; exam centres may need student information and personal data; we may be asked to provide information to schools; we may need to provide details to agencies to assist with obtaining EDBS certificates for tutors.

We may use third party service providers as part of dealing with our usual business operations to help us operate our business or administer activities on our behalf.

Please note that we do not sell, trade, rent to others or use any personal data or information to market in any way.

Under the GDPR, as from May 2018, an individual has certain rights in relation to personal data including the following:

- The right to be informed over how data is used – this Privacy Policy is to assist you
- The right of access to their personal data – you have access to our Information Management System (TutorCruncher) on a password protected basis to see what information/data we hold on you
- The right to rectification of data in some circumstances if it is inaccurate or incomplete
- The right to erasure (the right to be forgotten)
- The right to restrict processing (ie to stop us processing your data)
- The right to data portability (ie between entities)

If our system is breached in any way, we will inform anyone affected within 72 hours.

Our policy and procedures on storing data are contained in our Data Protection Policy also available on our website but at any time you may request deletion of your information and data by e-mailing us.