Tutor Privacy Notice

Privacy Notice – Tutors

 Background

Cardiff & Vale Tutors is committed to ensuring your personal information is protected. This privacy notice describes how Cardiff & Vale Tutors, the data controller, collects, uses and protects information relating to our tutors.

 How we collect your information

The information we collect is from your application form, references from third parties, DBS checks, and information collected throughout your association with us.

 The type of information we hold

This information may include name, address, contact telephone number, email address, date of birth, National Insurance number, Unique Tax Reference Number, academic qualifications and experience, bank details and passport.

How we use your information

We process personal data of tutors for the lawful purpose of fulfilling the contract to allow payment for services.

In addition, we process information of our tutors for the following legitimate business interest:

* To manage and communicate with tutors.
* To support the work of Cardiff & Vale Tutors.

Who we will share your information with

We are required, by law, to pass on some of this personal data to:

* HMRC

Our IT support is provided by KDA Web Services and our tutor timesheets are provided by UFMedia who are data processors and covered by our contract for services with them.

Storing your information

Your personal information will be stored on systems owned by Cardiff & Vale Tutors or our contractors and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

**Retention**

We will retain your personal information in accordance with legal and regulatory requirements. We will only retain your information while we are actively engaged with you. Where we have had no interaction with you for a period of one year we will delete your personal information, although information required for HMRC will be kept for 7 years. If a DBS check was completed through Cardiff & Vale Tutors this information is permanently stored with CB Screening.

How you can access your information

You have the right to request access to the information we hold about you. To make a request for your personal information, please contactinfo@cardiffvaletutors.co.uk

Your Rights

You have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress;
* have inaccurate personal data rectified;
* request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner’s Office at [www.ico.org.co.uk](http://www.ico.org.co.uk/).

**Use of cookies**

We may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as letting you navigate between web pages efficiently and remembering your preferences. We use google analytics cookie which tells us whether you are new or existing visitor to our website, the area of the UK you have logged into and how long you have spent on our website. We use this to validate that our website and advertising is working and that we are attracting relevant customers from the relevant area. The cookies do not reveal any information about you.

**How will we tell you about future changes to this privacy notice**

Any changes we make to our privacy notice will be put on our website. Please check for updates from time to time so you are always fully aware of what information is collected and how it is used.

How to contact us

If you have any questions or concerns about our use of your personal information please email info@cardiffvaletutors.co.uk.