

Key Stage Tutor

Data Protection Policy

Key Stage Tutor needs to keep certain information about its users in order to carry out its service. We are committed to ensuring any personal data collected will be dealt with in line with the Data Protection Act 2018.

The aim is to ensure that anyone handling personal data is fully aware of the requirements and acts in accordance with the DPA 2018.

Key Stage Tutor

The premises address is 2316 Stratford Road, Hockley Heath, Solihull B94 5NY. Telephone 01564 782150. Email twadeley@btinternet.com

Key Stage tutor processes the following personal information:

- Service users – Names, addresses, contact details.
- CCTV: 24hrs recording is installed and operates on a movement activation mode.

In line with the Data Protection Act we will ensure that personal data will be:

- Obtained fairly and lawfully and for a specific and lawful purpose.
- Be adequate, relevant and not excessive.
- Be accurate and kept up to date.
- Not be held longer than necessary.
- Be subject to appropriate security measures.
- Be processed in accordance with the rights of data subjects.

Key Stage Tutor will ensure that your data will:

- Be kept in a safe place where relevant such as a password protected computer/secure sever.
- Be erased as soon as out of date or deemed unnecessary.
- Be accurate and kept up to date.
- Not be sold or given to companies or public organisations.
- Be processed for stated purposed only.

Your Rights under the Data Protection Act.

Data protection legislation provides you with certain rights when it comes to the processing of your information. These rights include the right to access your information, update incorrect information, delete your information, restrict the processing of your information, to transfer your information and to object to its processing. You can find further information at www.ico.org.uk

Access to your information held is free and must be made in writing. However, a charge may be applied when a request is manifestly unfounded or excessive, particularly if it is repetitive.

A fee may also be applied if further copies of the same information is requested.

Fees will be based on administration costs for providing the information.

We are committed to protecting and respecting your privacy however if you are not happy with how we have processed or stored your information you can contact us via post or the email address given at the top of this page. We will endeavour to resolve any issues with one month of receiving contact form you.

