

Rutland Genie Tutoring Ltd.

Excellent teaching that is fun and friendly

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Confidentiality Policy

I need to obtain contact information for each student. I keep no other written information about my students. I respect parents/carers' privacy and am committed to ensuring that parents/carers can be confident that any information collected will be stored to retain confidentiality according to the GDPR (General Data Protection Regulation) 2018 and UK's Data Protection Bill 2018.

Procedure

Verbal information gained about students and their families will be treated as confidential and not shared without parents/carers' permission unless there are concerns regarding child abuse. Sensitive conversations with parents/carers will be conducted privately– this may be through an arranged meeting or phone call.

These are the GDP rules that I abide by:

- 1.** I must have a lawful reason for collecting personal data and must do it in a fair and transparent way. I will be clear about what data I am collecting, and why.
- 2.** I must only use the data for the reason it is initially obtained. This means that I may not use a person's data inappropriately or to market a product or service to them that is unconnected to the reasons for which they shared the data with me in the first place, unless required to do so by law.
- 3.** I must not collect any more data than is necessary. I will only collect the data I need in order to provide appropriate services and abide by relevant laws.
- 4.** I will ensure that the data is accurate and ask parents to check annually and confirm that the data held is still accurate.
- 5.** I will not keep data any longer than needed. I must only keep the data for as long as is needed to complete the tasks it was collected for and in compliance with relevant laws.
- 6.** I must protect the personal data. I am responsible for ensuring that I, and anyone else charged with using the data, processes and stores it securely.

7. I will be accountable for the data. This means that I will be able to show how I (and anyone working with me) am complying with the law.

The GDPR requires me to keep and use all information in a safe and secure way. I keep no paper records, and in terms of electronic files, I ensure any external or cloud based services have adequate security around the data. I will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer or device.

I am registered with the Information Commissioner's Office (ICO).

In the event of a data breach, (ICO describe a data breach as 'A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data'.) I will keep a record of the breach, and the actions taken to rectify the situation and to prevent it happening again. If it is a risk that is severe enough to risk to people's rights and freedoms, I must notify the ICO within 72 hours. To comply with GDPR parents would be informed of any breach of their data.

Contact details will only be kept after a student graduate from me if the student wants to keep in touch. Any Accident records or records of safeguarding concerns will be kept until the student reaches the age of 21 as recommended in the Limitation Act 1980.

Parents have the right under the GDPR to see any record of contact information kept.

I will record all accidents in an accident book.

I will record all significant incidents in an incident book and I will share these with parents so that together we can work to resolve any issues.

I will only share information without your prior permission if it is in a student's best interests to do so. For example, in a medical emergency I will share medical information with a healthcare professional. If I am worried about a student's welfare, I have a duty of care to follow my Safeguarding procedures and make a referral. Where possible I will discuss concerns with parents before making a referral.

Reviewed December 2021