

Privacy Notice

Version 1.1 — August 2026
Booster Tutors Limited Applies to all students, parents and enquirers

We are **Booster Tutors Limited** (Company No. 16943076), a tuition provider based in Bawtry, Doncaster. This notice explains what personal information we collect about you and your child, why we collect it, how we keep it safe, and what your rights are. We keep this notice as plain as possible — if anything is unclear, please just ask.

01. Who we are and how to contact us

Booster Tutors Limited is the **data controller** for the personal information described in this notice. That means we are responsible for deciding how and why your data is used.

Booster Tutors Limited Wharfedale, School Walk, Bawtry, DN10 6HP
Email: boosterschool@googlemail.com Company No. 16943076

Data protection queries are handled by David Hearnshaw, Director.

02. What information we collect

We collect only what we need to provide and improve our tuition services.

Who	Information we collect	Why we need it
Students	Name, date of birth, year group, school, exam board, target grades, session attendance (recorded via our digital sign-in system, including arrival and departure time), progress notes	To deliver and tailor tuition sessions

Who	Information we collect	Why we need it
Parents & carers	Name, relationship to student, email, phone number, home address	To communicate about sessions, progress, and invoicing
Website visitors & enquirers	Name, email, enquiry content submitted via contact form	To respond to your enquiry and, with consent, send updates

Where a student has a disclosed special educational need, disability, or medical condition relevant to their learning, we may record brief notes to help us adapt our teaching approach. We only do this with the explicit consent of the parent or carer (or the student themselves if aged 16 or over).

Attendance sign-in kiosk: When signing in at our premises, students enter their name to record attendance. On repeat visits, the system may suggest a matching name from previous entries to speed up sign-in. No data beyond name, date, and time is collected through this system.

03. Our legal basis for using your information

UK GDPR requires us to have a lawful reason for processing personal data. We rely on the following:

- **Contract** — processing necessary to deliver the tuition service you have engaged us to provide, and to handle payment.
 - **Legitimate interests** — keeping parents informed of their child's progress, and maintaining records to run our business effectively. We have balanced these interests against your rights and are satisfied they do not override them.
 - **Legal obligation** — safeguarding and child protection duties under the Children Act 1989, and financial record-keeping for HMRC.
 - **Consent** — for marketing communications (newsletter, promotional offers). You can withdraw consent at any time by emailing us.
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04. How long we keep your information

Type of record	How long we keep it
Student progress notes and session records	1 year after the last session
Attendance sign-in records	1 year after the last session
Financial and payment records	6 years (required by HMRC)
Safeguarding records	Until the student reaches age 25, or longer if a concern was formally raised
Marketing consent and general enquiries	Until consent is withdrawn, or 2 years of inactivity

05. Who we share your information with

We do not sell your data. We only share it in these limited circumstances:

- **Our tutors and staff** — on a need-to-know basis to deliver your sessions.
- **Payment processors** — strictly to handle invoicing and payment. We do not store card details.
- **Partner schools or the local authority** — only where you have been informed of a referral or partnership arrangement.
- **Statutory authorities (police, social services)** — where we have a legal safeguarding duty to disclose. In these cases we may not be able to inform you in advance if doing so could put a child at risk.

We use **Google Workspace** to store and manage data. Google operates under appropriate data transfer safeguards. We do not transfer your data outside the UK for any other purpose.

Our student sign-in system records attendance directly into a Google Sheet, accessible only via a 2-step-verified Google account and restricted to staff who need it for running sessions.

06. Safeguarding and children's data

The safety and wellbeing of the children and young people we work with is our highest priority.

Important: Where we have a reasonable belief that a child is at risk of harm, we will share relevant information with the appropriate statutory agencies without delay. In these circumstances, safeguarding takes precedence over data protection, and we may not seek prior consent if doing so could increase the risk to the child.

Our Designated Safeguarding Lead is **David Hearnshaw**. Our full Safeguarding and Child Protection Policy is available on request.

07. Your rights

Under UK GDPR you have the following rights. To exercise any of them, email us at boosterschool@googlemail.com. We will respond within one calendar month, free of charge.

Access — Request a copy of all personal data we hold about you or your child.

Rectification — Ask us to correct any inaccurate or incomplete information.

Erase — Ask us to delete your data where there is no compelling reason to keep it.

Restriction — Ask us to pause how we use your data in certain circumstances.

Portability — Receive your data in a portable, machine-readable format.

Object — Object to processing based on legitimate interests or for direct marketing.

Withdraw consent — Withdraw marketing consent at any time without affecting past processing.

Complain to the ICO — Contact the Information Commissioner's Office at ico.org.uk or 0303 123 1113.

08. Cookies and our website

Our website may use cookies to improve your experience and collect anonymous analytics data via Google Analytics. We do not use cookies to identify you personally without your knowledge. You can manage or disable cookies at any time through your browser settings.

09. Changes to this notice

We review this notice at least once a year. If we make significant changes we will let existing clients know by email. The date at the top of this page always shows when it was last updated.

Our full internal **Data Protection & GDPR Policy** is available on request by emailing boosterschool@googlemail.com.