



CORE AMBITION TUTORS

Core Ambition Tutors GDPR Policy

1. Introduction

Core Ambition Tutors is committed to safeguarding the privacy and data protection rights of our students, parents or guardians, employees, and all individuals who interact with our tutoring agency. This GDPR (General Data Protection Regulation) policy outlines our approach to collecting, processing, storing, and protecting personal data in compliance with GDPR guidelines.

2. Data Collection and Usage

2.1 Data Minimization: We will only collect and process personal data that is necessary for the purpose for which it was obtained.

2.2 Consent: We will seek explicit and informed consent from individuals for the collection and processing of their personal data. Consent will be obtained for specific purposes, and individuals will be informed of their right to withdraw consent at any time.

2.3 Legitimate Interests: In some cases, we may process personal data based on legitimate interests, provided that the interests do not override the individual's fundamental rights and freedoms.

2.4 Purpose Limitation: Personal data will only be used for the purposes it was collected for, and we will not use it for any other purposes without obtaining additional consent.

3. Data Security

3.1 Data Protection Officer (DPO): We have appointed a Data Protection Officer responsible for overseeing data protection within the organization and ensuring compliance with GDPR.

3.2 Data Encryption: We will implement appropriate technical and organizational measures, including encryption, to protect personal data against unauthorized access, disclosure, alteration, and destruction.

3.3 Data Access Control: Access to personal data will be restricted to authorized personnel on a need-to-know basis. Access controls will be regularly reviewed and updated.

3.4 Data Breach Reporting: In the event of a data breach, we will promptly assess the risk to individuals' rights and freedoms and, if necessary, report the breach to the appropriate regulatory authorities and affected individuals.

4. Data Subject Rights

4.1 Right to Access: Individuals have the right to request access to their personal data held by Core Ambition Tutors. We will respond to such requests within one month and provide the data in a structured, commonly used, and machine-readable format.



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4.2 **Right to Rectification:** Individuals can request corrections to inaccurate or incomplete personal data.

4.3 **Right to Erasure (Right to Be Forgotten):** Individuals have the right to request the deletion of their personal data when it is no longer needed for the purpose it was collected, or when consent is withdrawn.

4.4 **Right to Object:** Individuals can object to the processing of their personal data for direct marketing or legitimate interests, and we will cease processing unless we have compelling legitimate grounds.

4.5 **Right to Data Portability:** Individuals can request their data in a structured format for transfer to another data controller.

5. Data Retention

We will retain personal data only for as long as necessary for the purposes for which it was collected, in accordance with our data retention policy.

6. Third-Party Processing

When we engage third-party data processors, we will ensure they comply with GDPR and have appropriate safeguards in place to protect personal data.

7. Staff Training and Awareness

All employees will receive training on GDPR compliance, and awareness of data protection will be an ongoing part of our organizational culture.

8. Privacy by Design

We will incorporate data protection into our systems and processes from the outset, ensuring that privacy is considered in all new projects and initiatives.

9. GDPR Compliance Review

This GDPR policy will be reviewed regularly to ensure it remains up-to-date and compliant with the latest regulations.

10. Contact Information

If you have any questions or concerns about our GDPR policy or your personal data, please contact our Data Protection Officer:

Emma Bressington
(emma@coreambitiontutors.com)

0785057404



11. Policy Review

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This GDPR policy was last updated September 2023. It will be reviewed annually to ensure continued compliance with GDPR and any applicable data protection regulations.

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