



## Elite Tuition Group Ltd Privacy Policy

December 2022

### **Our contact details**

Name: Mrs Rebecca Lewis

Address: Huntingdon House, 87 Market Street, Ashby De La Zouch LE65 1AH

Phone Number: 01530 564114

E-mail: [ashby@elitetuitiongroup.co.uk](mailto:ashby@elitetuitiongroup.co.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Student details (age, school year, assessment results)



## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Website submissions, assessment requests, assessment bookings.

We use the information that you have given us to:

- Conduct assessments
- Store emergency contact details
- Store assessments results

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is as follows:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [ashby@elitetuitiongroup.co.uk](mailto:ashby@elitetuitiongroup.co.uk)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**



## **How we store your personal information**

Your information is securely stored.

We keep all assessment information and personal information for 2 years after a student has left in secure locked files. We will then dispose your information after that time.



## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one week to respond to you.

Please contact us at [ashby@elitetuitiongroup.co.uk](mailto:ashby@elitetuitiongroup.co.uk) if you wish to make a request.



## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [ashby@elitetuitiongroup.co.uk](mailto:ashby@elitetuitiongroup.co.uk)

Elite Tuition Group Ltd address:

Rebecca Lewis, Huntingdon House, 87 Market Street, Ashby De La Zouch, Leicestershire LE65 1AH

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>