



## **PRIVACY NOTICE – Forest 1<sup>st</sup> Tutoring**

At Forest 1st Tutoring, your privacy is important to us. This Privacy Notice explains how we collect, use, and protect your personal information. We want to be open and transparent about what we do with your data and why.

Forest 1st Tutoring is the data controller responsible for your personal data.

In this document, you'll find information about the types of data we collect, how we use it to provide our services, and your rights under UK data protection law. Our goal is to ensure your personal information is handled securely and responsibly.

If you have any questions after reading this notice, feel free to contact us – we're here to help!

This privacy notice tells you what to expect us to do with your personal information.

1. Contact details
2. What information we collect, use, and why
3. Lawful bases and data protection rights
4. Where we get personal information from
5. How long we keep information
6. Who we share information with
7. How to complain
8. Cookie Policy

### **1. Contact details**

Post: Forest 1<sup>st</sup> Tutoring, The Birches, Forest Road, Landford, Salisbury, Wiltshire, SP5 2AU

Telephone: 07791799962

Email: [admin@forest-1st-tutoring.co.uk](mailto:admin@forest-1st-tutoring.co.uk)

### **2. What information we collect, use, and why**

We collect or use the following information for student education and welfare:

- Names for children
- Names and contact details for parents/ guardians
- Special Educational Needs and Disabilities (SEND) or additional support information (to ensure that we can make reasonable adjustments and special educational needs and disabilities)

- Educational Health Care Plans
- Welfare information (includes family and home life circumstances and history)
- Progress reports
- Exclusion, suspension, and behavioural information

We collect or use the following information for recruitment purposes:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- Copies of passports, birth certificates (for DBS checks) or other photo ID
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. DBS and overseas checks)

*Please note that recruitment data will only be used for lawful recruitment activities and securely stored.*

### 3. Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website. [Information Commissioner’s Office \(ICO\)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing). Forest 1<sup>st</sup> Tutoring Ltd. Is registered with the ICO.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** – You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- **Your right to rectification**– You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure**– You have the right to ask us to delete your personal information.
- **Your right to restriction of processing**– You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing**– You have the right to object to the processing of your personal data.
- **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.

- **Your right to withdraw consent**– When we use consent as our lawful basis you have the right to withdraw your consent at any time. If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice. We will respond to your request within one month, as required by law.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **for student education and welfare** are:

- Consent – we have been given clear consent to process their personal data for a specific purpose. To support SEND teaching we use the children’s interests to provide a tailored education to suit their needs and motivate them in their learning.
- Contract – we must collect or use the information so we can enter or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information **for recruitment purposes** are:

- Consent – we have been given clear consent to process personal data for a specific purpose
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

In the event of a data breach, we will assess and contain the issue, notify affected individuals if necessary, and report to the ICO when required.

#### 4. Where we get personal information from

- Directly from you
- Parents or carers
- Local authorities or local councils
- Other education establishments
- Health care providers
- Previous employers

#### 5. How long we keep information

Subject	Retention period	Details
Students/Parents	From start to end of tuition	We gather information about students/parents when tuition

		requests are received. Once tuition ceases this information is deleted after 24 months
Staff/Tutors	From induction up to six years from leaving Forest 1 <sup>st</sup> Tutoring Limited	After six years the staff file is deleted and six months for unsuccessful applicants, unless consent is given for us to retain your data longer.
Commissioning	From joining to leaving role	Contact details are deleted when leaving the role

## 6. Who we share information with

### Others we share personal information with

- Parents and carers
- Local authorities
- Social services
- Pupil Referral Units (PRU's) or Education Otherwise at School Centres (EOTAS)
- Organisations we need to share information with for safeguarding reasons, this may include health professionals, local safeguarding boards, or law enforcement.

## 7. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

## 8. Cookie Policy

This is the Cookies Policy (the "Policy") for Forest 1<sup>st</sup> Tutoring Limited, accessible from [www.forest-1st-tutoring.co.uk](http://www.forest-1st-tutoring.co.uk). To make this site function properly, we sometimes place small data files called cookies on your device. These cookies are downloaded to your computer to improve your browsing experience as well as other purposes that are outlined in this Policy.

Accordingly, this Policy is a legally binding agreement between you ("user," "visitor," "you," or "your") and this Website administrator or operator ("administrator," "operator," "we," "us," or "our"). This cookies policy page describes what cookies are, what information they gather, why, and how they're being used by [www.forest-1st-tutoring.co.uk](http://www.forest-1st-tutoring.co.uk) and any of its related products and services (the "Services"). We will also share how to control and disable these cookies and withdraw consent to collect cookies. However, please know that these actions may downgrade some aspects of this site's functionality.

For further information on how we use, collect and manage your personal data and information, see our Privacy Policy.

### **What Are Cookies**

Cookies are small pieces of data stored in text files saved on your mobile device or computer when you visit a website. Cookies allow the website's server to record and store your actions and preferences, such as login information, user history, language settings, font settings, colour settings, and other display preferences, over a particular period.

Cookies ensure visitors do not have to continuously re-enter their details or information whenever they revisit the site or surf between pages.

Cookies are used to remember your preferences for single visits through sessional cookies or multiple repeat visits through permanent cookies.

### **How We Use Cookies**

Cookies are essential for our website to function optimally and enhance website performance for a better user experience. The website administrator(s) controls all cookies used on the site and grants third parties' access for statistics and analytics purposes. Cookies are needed to identify visitors and remember their site actions and online behaviours.

We use cookies for various reasons, which are explained in detail below. Please know that cookie-related information is not used to identify you personally.

### **How to Control Cookies**

You can control and/or delete cookies on your mobile device or computer and adjust your browser settings to prevent cookies. Users can withdraw consent to collect cookies on the website. You can also determine whether you want to agree to the site's use of cookies. However, doing this may cause you to repeat your preferences every time you visit the site manually, and some of the site's services and functionality may not work optimally.

### **Disabling Cookies**

You can disable cookies setting by adjusting the option on your browser settings (see your browser "Help" for more details). However, please be aware that the act of disabling cookies will affect your visit's functionality and the use of this website and many others. Unfortunately, disabling cookies will usually result in also disabling certain functionality and features of this site. In most cases, there are no website standard options for disabling cookies without completely disabling the functionality and features they add to the site. It is recommended that you enable cookies for optimal site functionality and service.

### **The Cookies We Use**

#### **Necessary (Always Active)**

Necessary cookies are required to enable the basic features of this site, such as providing secure log-in or adjusting your consent preferences. These cookies do not store any personally identifiable data.

#### **Functional**

Functional cookies help perform certain functionalities like sharing the content of the website on social media platforms, collecting feedback, and other third-party features.

## **Analytics**

Analytical cookies are used to understand how visitors interact with the website. These cookies help provide information on metrics such as the number of visitors, bounce rate, traffic source, etc.

## **Performance**

Performance cookies are used to understand and analyse the key performance indexes of the website which helps in delivering a better user experience for the visitors.

## **Amendments and Modifications**

www.forest-1st-tutoring.co.uk reserves the right to modify this Policy and its terms as they relate to this website and services at any time, effective and in full force upon posting the updated version on the website.

Please check this page regularly for updates. The continued use of the website and its services after that shall constitute your consent to such amendments and modifications.

## **Policy Acceptance**

You hereby acknowledge that you have read this Cookies Policy and agree to all its provisions, terms, and conditions. By continuing to access and use this website and its services, you also agree to be legally bound by this Cookies Policy. If you do not agree with the terms and conditions of this Policy, you are not permitted to access or use this website and its services.

## **More Information**

We trust that you have gained clarity concerning our use of cookies. For further information about our cookies policy, please email us at [admin@forest-1st-tutoring.co.uk](mailto:admin@forest-1st-tutoring.co.uk)

## **Last updated**

Version 1 - May 2025

## **Consent**

Please read and tick the boxes below to indicate your consent:

- ☐ I give permission for Forest 1<sup>st</sup> Tutoring to store and use my child's personal data for the purposes outlined above.
- ☐ I give permission for relevant information to be shared with tutors and professionals who work directly with my child (including EHCP-related support).
- ☐ I understand that I can withdraw consent at any time by contacting Nicola Collings.

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**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_