

# Privacy Policy Tutor Doctor Oxford

(Last updated – December 2024)

## Tutor Doctor Oxford Privacy Policy

At Tutor Doctor Oxford, we are committed to protecting and respecting your privacy in compliance with the General Data Protection Regulation (GDPR) and UK Data Protection Act 2018. This policy explains how we collect, use, and store your personal data.

By using our website or services, you consent to this Privacy Policy. For any questions or concerns, please contact us at [mlynch@tutordocor.co.uk](mailto:mlynch@tutordocor.co.uk).

## Who Are We?

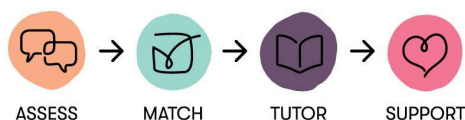
We are Tutor Doctor Oxford – MKL Consultants Ltd, Company Registration No. 07471091.

For GDPR purposes, the data controller is Matthew Lynch, Tutor Doctor Oxford, ICO Registration number C1590070. You can contact us at [mlynch@tutordocor.co.uk](mailto:mlynch@tutordocor.co.uk).

## What Information Do We Collect?

We collect and process the following personal data:

1. **Directly Provided Information:**  
Name, email, phone number, and address (e.g., when submitting inquiries or registering for services).  
Payment details (processed securely via third-party providers).  
Additional information required for legal compliance, such as date of birth, tax IDs, or bank details.
2. **Automatically Collected Information:**  
Cookies and usage data from our website (see our [Cookies Policy](#)).  
Browser and device data, including IP addresses.
3. **Special Category Data:**  
Health information (collected during a specific event such as Covid-19 or where relevant to your service).



## How Do We Use Your Data?

We process your personal data only when there is a legal basis, such as:

1. **Contractual Obligations:**  
To provide and manage services you've requested.  
To process payments and fulfill contracts.
2. **Legitimate Interests:**  
To improve our services, understand customer needs, and perform business analytics.  
To notify you about service updates.
3. **Consent:**  
For marketing communications (with your explicit consent).  
You can withdraw consent at any time.
4. **Legal Obligations:**  
For compliance with laws, fraud prevention, or tax regulations.

## Lawful Basis for Processing

Under GDPR, we rely on these lawful bases for processing your data:

- Performance of a contract.
- Compliance with legal obligations.
- Legitimate interests.
- Consent (where applicable).

## How Long Do We Keep Your Data?

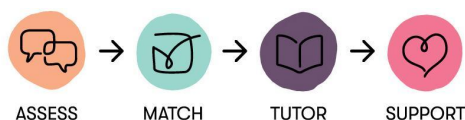
We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, including legal or business requirements.

When data is no longer needed, it is securely deleted or anonymized.

## Your GDPR Rights

Under GDPR, you have the following rights:

1. **Right to Access:** Request access to your personal data.
2. **Right to Rectification:** Correct inaccuracies in your data.
3. **Right to Erasure:** Request deletion of your data ("Right to be Forgotten").
4. **Right to Restrict Processing:** Limit how your data is processed.
5. **Right to Data Portability:** Receive your data in a machine-readable format.
6. **Right to Object:** Object to data processing based on legitimate interests or direct marketing.
7. **Right to Withdraw Consent:** Withdraw previously given consent.



8. **Right to Complain:** File a complaint with the UK Information Commissioner's Office (ICO) if you believe your rights are not upheld.

To exercise these rights, contact us at [mlynch@tutordocor.co.uk](mailto:mlynch@tutordocor.co.uk).

### Data Sharing

We do not sell your personal data. We may share data with:

- **Third-party processors:** Such as:
  - Payment providers for secure transaction processing
  - Marketing platforms for sending newsletters (based on your consent).

All processors are contractually obligated to comply with GDPR standards.

### International Data Transfers

If data is transferred outside the UK or EEA, we ensure it is protected by:

- EU/UK adequacy decisions
- Standard Contractual Clauses (SCCs)
- Other legally compliant safeguards.

### Security Measures

We implement robust technical and organisational measures to protect your data, including encryption, access controls, and employee training. While no system is completely secure, we take every reasonable step to minimise risks.

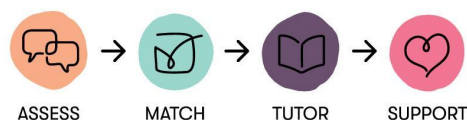
### Cookies and Tracking

We use cookies to improve your experience and gather statistical data. For more details, please review our [Cookies Policy](#).

You can manage cookie preferences in your browser settings.

### Children's Privacy

We take special care to protect the privacy of minors. If you are under 18, you must obtain parental/guardian consent before sharing personal data.



## Links to Other Websites

Our website may link to third-party websites. We are not responsible for their privacy practices. Please review their policies independently.

## Policy Updates

We review this policy annually to ensure compliance. The latest update was on **12-December 2024**.

## Contact Information

For privacy inquiries or to exercise your rights, contact:

**Email:** [mlynch@tutordocor.co.uk](mailto:mlynch@tutordocor.co.uk)

If you are dissatisfied with our response, you can file a complaint with the **UK Information Commissioner's Office (ICO)** via [www.ico.org.uk](http://www.ico.org.uk).

