

# Tutor Doctor Oxford Data Protection and Privacy Policy

(Updated – September 2026) Introduction:

At Tutor Doctor Oxford, we are committed to protecting and respecting your privacy. This policy outlines how we handle personal data, ensuring compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant legislation.

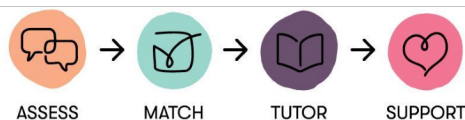
**Our ICO Reference is ZB803733**

## Purpose:

The purpose of this policy is to explain how Tutor Doctor collects, uses, discloses, and protects personal data. It applies to all personal data provided to us by our customers, employees, suppliers, and any other individuals with whom we engage.

## Key Definitions:

- 1) **Personal Data.** Any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier (e.g., name, ID number, location data, online identifier).
- 2) **Processing.** Any operation performed on personal data, including collection, storage, use, or destruction.
- 3) **Data Subject.** The individual whose personal data is being processed.
- 4) **Data Controller:** The organisation that determines the purpose and means of processing personal data.



## What Personal Data We Collect:

We may collect and process the following personal data.

- **Contact Information.** Name, address, email address, phone number
- **Identification Information.** National Insurance numbers, passport details, or other government-issued ID
- **Financial Data.** Bank details, payment card information
- **Technical Data.** IP addresses, browsers, data regarding your use of our website
- **Employment Data.** For employees, including sub-contractors, we collect data necessary for payroll, tax purposes, personnel management and compliance with Safer Recruitment in U.K. schools.

## How We Use Personal Data:

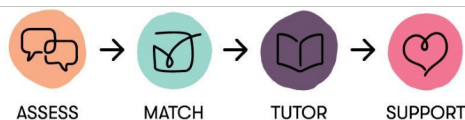
We process personal data for the following purposes.

- To fulfill contractual obligations (e.g., delivering goods or services)
- To comply with legal and regulatory obligations
- To manage customer relationships and provide customer support
- To process payments and manage financial transactions
- For marketing purposes (with consent) to inform you about products, services, promotions, and events
- For recruitment, employee management, and HR-related activities.

## Legal Bases for Processing:

We process personal data based on the following legal grounds.

- **Consent.** Where you have given clear consent for us to process your personal data for specific purposes
- **Contractual Necessity.** Processing that is necessary for the performance of a contract with you
- **Legal Obligation.** Where processing is required to comply with legal obligations (e.g., tax and employment laws)
- **Legitimate Interests.** Processing that is necessary for our legitimate business interests, unless these are overridden by the rights and freedoms of the data subject.



### Data Sharing:

We may share personal data with third parties in the following circumstances.

- With service providers or business partners who support our operations (e.g. Schools, Local Authorities, IT service providers, payment processors)
- With regulatory authorities or law enforcement agencies where required by law
- In the context of business transfers (e.g., mergers, acquisitions, or asset sales).

### International Data Transfers:

Where personal data is transferred outside of the UK, we ensure that appropriate safeguards are in place, such as standard contractual clauses or an adequacy decision by the UK government.

### Data Retention:

We will only retain personal data for as long as necessary to fulfill the purposes for which it was collected, including satisfying legal, accounting, or reporting requirements. Retention periods vary depending on the type of data and the purpose of processing.

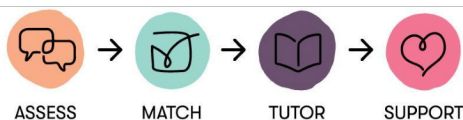
### Data Security:

We take the security of personal data seriously and implement appropriate technical and organisational measures to protect it against unauthorised access, loss, or destruction. This includes encryption, firewalls, and secure access controls.

### Data Subject Rights:

Under the UK GDPR, individuals have the following rights.

- **Access.** Request a copy of your personal data and information about how it is processed
- **Rectification.** Request the correction of inaccurate or incomplete personal data
- **Erasure.** Request the deletion of personal data where it is no longer necessary for the purposes for which it was collected
- **Restriction of Processing.** Request to limit the processing of your personal data in certain circumstances
- **Data Portability.** Request to transfer your personal data to another organisation
- **Objection.** : Object to the processing of your personal data based on legitimate interests or for direct marketing purposes



- **Withdraw Consent.** If you have provided consent for processing, you have the right to withdraw this consent at any time.

To exercise any of these rights, please contact Matthew Lynch –  
[mlynch@tutordocor.co.uk](mailto:mlynch@tutordocor.co.uk)

#### **Cookies:**

We use cookies and similar tracking technologies on our website to improve user experience and for analytical purposes. For more details on how we use cookies, please refer to our Cookie Policy.

#### **Changes to This Policy:**

We may update this policy from time to time. We encourage you to review this policy regularly to stay informed about how we are protecting your personal data.

#### **Contact Information:**

If you have any questions or concerns regarding this policy or how we handle your personal data, please contact:

**Matthew Lynch - Data Protection Officer**

**Tutor Doctor Oxford ICO**

**ICO Reference: ZB803733**

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

**07717 788 533**

**Last Updated:** September 2026

**Signed:**



ASSESS



MATCH



TUTOR



SUPPORT