

DATA SECURITY STATEMENT

YORKSHIRE EDUCATION LTD t/a TUTOR DOCTOR YORK

Yorkshire Education Ltd t/a Tutor Doctor York is committed to protecting the confidentiality, integrity, and availability of personal data relating to students, parents/carers, tutors, and staff.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Governance

- Tutor Doctor York acts as the data processor for personal data processed.
- Responsibility for data protection and data security rests with the Director / Franchise Owner.
- All staff receive data protection training and are required to follow internal data protection policies and procedures.

Data Security Measures

We apply appropriate technical and organisational measures to protect personal data, including:

- Secure storage of electronic data within a protected CRM system
- Password-protected devices and systems
- Secure storage of paper records
- Restricted access to personal data on a need-to-know basis
- Due diligence and contractual safeguards when using third-party suppliers

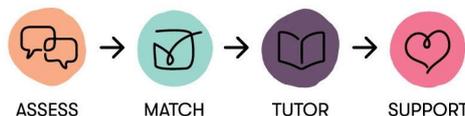
Data Minimisation and Retention

- Personal data is collected only where necessary for legitimate business purposes
- Data is retained only for as long as required and disposed of securely when no longer needed

Data Sharing

- Personal data is not shared without lawful basis
- Where third parties are used, appropriate data protection agreements are in place
- Data may be shared with authorities or emergency services where legally required

Data Breaches



- Any suspected data breach is investigated promptly
- Where required, breaches are reported to the Information Commissioner's Office (ICO) within 72 hours
- Affected individuals are informed where there is a high risk to their rights and freedoms

Individual Rights

We respect the rights of individuals, including:

- Access to personal data
- Rectification or erasure where applicable
- Objection to processing
- The right to complain to the ICO

This statement is supported by our full Data Protection Policy and breach management procedures.

Approved: September 2025

Review date: by September 2027

