



SOLENT LEARNING PARTNERSHIP

Calm support for every learner

Privacy Notice

Version: 2.1

Effective Date: August 2026

Review Date: August 2027

Commitment to Privacy

At Solent Learning Partnership, safeguarding children and protecting personal information are equally important. This Privacy Notice explains how personal information is collected, stored and used.

Data Controller

Jade Robinson

Solent Learning Partnership

Email: jade@solentlearningpartnership.co.uk

Website: www.solentlearningpartnership.co.uk

ICO Registration Number: ZC216984

Information Collected

The following information may be collected:

Parent/Carer Information

- Names
- Addresses
- Telephone numbers
- Email addresses
- Preferred methods of contact

Child Information

- Name
- Date of birth
- School and year group
- Assessment information
- Educational progress information
- Strengths and areas for development
- Relevant SEND information
- Educational reports and supporting documents provided by parents



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Why Information Is Collected

Information is collected to:

- Deliver tutoring services
- Plan personalised learning programmes
- Monitor and review progress
- Communicate with families
- Arrange and manage tutoring sessions
- Meet safeguarding responsibilities
- Comply with legal and financial requirements

Lawful Basis for Processing

Personal information is processed under one or more of the following lawful bases:

- Contract
- Legitimate Interests
- Legal Obligation
- Consent, where required

Storage and Security

Personal information is stored securely using password-protected devices, secure online systems (Microsoft 365) and appropriate security measures, including two-factor authentication where available.

Reasonable steps are taken to prevent unauthorised access, disclosure, alteration or loss of information.

Information Sharing

Information is never sold to third parties.

Information may be shared with:

- Parents and carers
- Schools, where parental consent has been given
- Safeguarding agencies where necessary to protect a child
- Organisations or authorities where required by law

Data Retention

- Enquiry information will normally be deleted after 12 months if tuition does not commence.
- Client records may be retained for up to 6 years after tuition ends.
- Financial records will be retained in accordance with HMRC requirements.
- Safeguarding records may be retained for longer where required to meet safeguarding or legal responsibilities.



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Your Rights

You have the right to:

- Access your information
- Request correction of inaccurate information
- Request restriction of processing where appropriate
- Request deletion where appropriate
- Object to processing
- Withdraw consent where processing relies on consent
- Lodge a complaint

Requests should be sent to:

jade@solentlearningpartnership.co.uk

Website and Cookies

The Solent Learning Partnership website may use cookies to support functionality, security and performance.

Complaints

Concerns should first be raised with Solent Learning Partnership.

You also have the right to complain to the Information Commissioner's Office (ICO).