



Privacy & Data Protection Policy (UK GDPR)

1. Policy Statement

Flourish Futures UK is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data Controller

The Data Controller is Cathy Robinson, Director of Flourish Futures UK.
Contact Email: flourishfuturesuk@yahoo.com

3. Personal Data We Collect

We may collect names, addresses, email addresses, phone numbers, school information, learning needs, session notes, and assessment data.

4. Lawful Basis for Processing

We process personal data under the lawful bases of contract, legitimate interests, and where necessary legal obligation (safeguarding).

5. How We Use Information

Data is used to provide tutoring services, communicate with parents/carers, monitor progress, and fulfil safeguarding responsibilities.

6. Data Storage and Security

All personal data is stored securely, password protected, and accessed only by authorised persons. Paper records are kept securely.

7. Data Retention

Personal data is retained only as long as necessary. Safeguarding records may be retained for a minimum of 7 years.

8. Data Sharing

Information is not shared with third parties unless required by law, safeguarding concerns, or with parental consent.

9. Individual Rights

Parents and students have the right to access their data, request corrections, request deletion (where appropriate), and raise concerns with the Information Commissioner's Office (ICO).

10. Policy Review

This policy will be reviewed annually or sooner if guidance changes.

Signed:

Cathy Robinson

Director – Flourish Futures UK

Date: _____