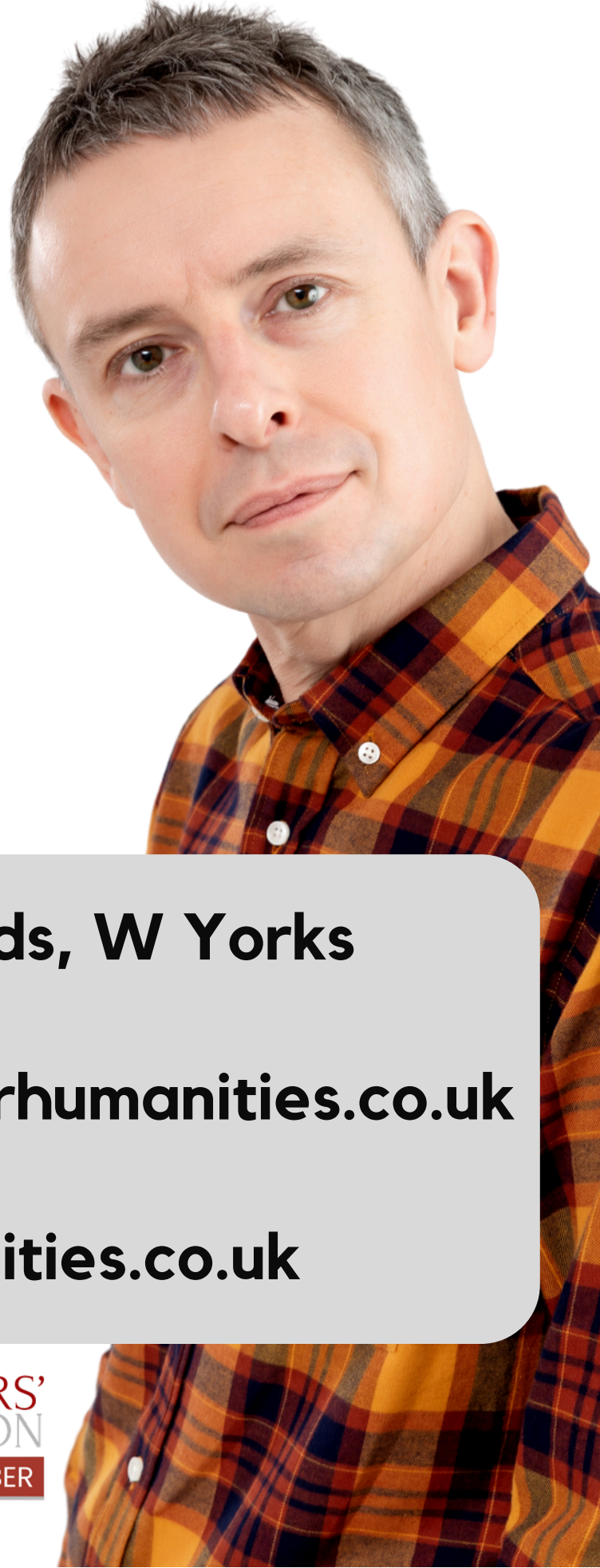


Dr Humanities

Tuition in History, Geography & Religious Studies



Privacy Policy 2026-27



Horsforth, Leeds, W Yorks



christopher@drhumanities.co.uk



www.drhumanities.co.uk



QT Qualified
Tutor
Christopher Banham
CERTIFIED

THE TUTORS'
ASSOCIATION

INDIVIDUAL MEMBER

2025-2026

Our contact details

Business name	Dr Humanities
Owner	Dr Christopher Banham
Address	West End Drive, Horsforth, Leeds, LS18 5JR
Email	christopher@drhumanities.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Parent information: name, address, email address, and phone number.
- Student information: name, age, school or educational institution attended, subjects studied, academic performance, and any specific instructions or requirements related to tutoring.
- Progress records: information about the student's performance and progress made during tutoring sessions.
- Any other relevant information provided by the parent, guardian, or student voluntarily.
- Any information necessary for the purposes of invoicing.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you.

We use the information that you have given us in order to provide effective tuition to you as a client, as well as to fulfil any legal, regulatory or financial obligations that may arise.

We may share this information elsewhere only in the cause of safeguarding.

Tangential reference may be made to some aspects of personal information, for example information relating to age or student performance, in booster group classes attended by other students.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at the email address above.
- (b) We have a contractual obligation to you as a client.
- (c) We have a vital interest (in the case of safeguarding).

How we store your personal information

Your information is securely stored electronically.

We keep your information while you are a client and for up to two calendar years afterwards.

Information related to invoicing will be stored for up to seven years in accordance with tax and accounting requirements.

We will then dispose your information by deletion.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - you have the right to ask us for copies of your personal information.
- Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - you have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the email address above if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the email address above.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

