



## Privacy Policy

**Effective Date:** 25th January 2026

The Academy of Science Tutoring (“we”, “our”, or “us”) is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal data when you visit our website [www.TheAcademyOfScienceTutoring.com](http://www.TheAcademyOfScienceTutoring.com) (the “Website”) or use our services.

We operate in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **EU General Data Protection Regulation (EU GDPR)**, and the **Data Protection Act 2018**.

Our website is hosted by **Ionos SE**, located in **the EU**.

### 1. Who

#### We Are (Data Controller)

For the purposes of data protection law, **The Academy of Science Tutoring** is the **data controller** responsible for your personal data.

#### Contact details:

Email: [admin@theacademyofsciencetutoring.com](mailto:admin@theacademyofsciencetutoring.com)

Address: 71-75 Shelton Street, London, WC2H 9JQ

### 2. Information We Collect

#### a) Information About Parents / Guardians

When a parent or legal guardian contacts us or signs up for our services, we may collect:

- Full name
- Email address
- Phone number
- Billing or payment-related details (where applicable)
- Any other information voluntarily provided via forms, email, or messages



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### b) Information About Children (Aged 11–16)

We only collect **limited and necessary information** about children, provided **by a parent or legal guardian**, such as:

- Child's first name
- Age or school year
- Subject(s) studied
- Academic needs or learning preferences

**We do not knowingly collect personal data directly from children without parental involvement or consent.**

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### c) Website Usage Information

We may automatically collect:

- IP address
- Browser type and device information
- Pages visited and time spent on the Website

This data is collected using cookies or analytics tools and does not usually identify you directly.

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### 3. Lawful Basis for Processing (UK & EU GDPR)

Under GDPR, we must have a lawful reason to use your data. We rely on the following bases:

- **Consent** – where you have explicitly agreed (e.g. marketing emails)
- **Contract** – where data is needed to provide tutoring services
- **Legal obligation** – where required by law
- **Legitimate interests** – to operate and improve our services, provided your rights are not overridden

For children's data, processing is based on **parental consent** and **performance of a contract**.

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## Privacy Policy

### 4. How We Use Your Information

We use personal data to:

- Respond to enquiries and communicate with parents/guardians
- Provide tutoring services
- Manage bookings, lessons, and academic support
- Improve our Website and services
- Send updates or marketing communications **only where you have opted in**
- Meet legal or regulatory requirements

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### 5. Cookies

Our website uses cookies to:

- Ensure proper website functionality
- Analyse website traffic and usage

You can manage or disable cookies via your browser settings. Please note that disabling cookies may affect how the Website functions.

For more information, please see our **Cookie Policy** (if applicable).

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### 6. Third-Party Services

We may use trusted third-party providers such as:

- Website hosting services
- Analytics tools (e.g. Google Analytics)
- Email communication platforms

These providers only process data on our instructions and are required to keep it secure and confidential.

We **do not sell** personal data or allow third parties to use it for their own marketing purposes.



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### 7. International Data Transfers

If any third-party service stores data outside the UK or EU, we ensure that appropriate safeguards are in place, such as:

- Adequacy decisions
- Standard Contractual Clauses (SCCs)

### 8. Data Security

We take appropriate technical and organisational measures to protect your data, including:

- Secure systems and access controls
- Limited access to personal information
- Reputable hosting and service providers

While we take security seriously, no online system is 100% secure, and we cannot guarantee absolute security.

### 9. Data Retention

We only keep personal data for as long as necessary:

- To provide tutoring services
- To meet legal or accounting obligations
- To resolve disputes

When data is no longer required, it is securely deleted or anonymised.



## Privacy Policy

### 10. Your Rights (UK & EU GDPR)

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Withdraw consent at any time (where consent is used)
- Request data portability

To exercise your rights, please contact us at:

✉ [admin@theacademyofsciencetutoring.com](mailto:admin@theacademyofsciencetutoring.com)

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### 11. Complaints

If you are unhappy with how we handle your data, you have the right to lodge a complaint with:

**UK:**

Information Commissioner's Office (ICO) – [www.ico.org.uk](http://www.ico.org.uk)

**EU:**

Your local EU data protection authority

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### 12. Links to Other Websites

Our website may contain links to external sites. We are not responsible for their content or privacy practices. Please review their privacy policies separately.

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### 13. Changes to This Policy



## Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with a revised effective date.

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### 14. Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact us:

**The Academy of Science Tutoring**

Email: [admin@theacademyofsciencetutoring.com](mailto:admin@theacademyofsciencetutoring.com)