Claire Woolger Tuition maintains a strict policy of client confidentiality. This policy relates to all information you provide to Claire Woolger Tuition and all data that Claire Woolger Tuition holds in relation to your use of the site. It supplements and is in addition to the Terms and Conditions and should be read in conjunction with them.

**What do I collect?**

**Clients -**Registration and student details: This includes details such as your name, email address, address, telephone number, your child's name, your child's school year and your child's educational background – including grades, target and predicted grades.

**What do I do with your information?**

I will use your personal data to fulfil tutoring requests, meet my contractual obligations, and deliver a high-quality service.

**Sharing information with third parties**

I will keep your personal information confidential within Claire Woolger Tuition, using it for the sole purpose of the tailoring the tutoring sessions and I will not pass it on to any third parties unless required to do so by law.

**How do I keep your information safe?**

We take reasonable steps to ensure that your information is kept safe and will endeavour to protect it from unauthorised access. Your information will only be kept for a commercially reasonable period of time for the purposes stated above.

**Access to your data**

You have the right to request a copy of all personal information that I hold about you at no cost. I will also correct any inaccuracies in your information at your request.

**Changes to this policy**

This policy may be changed or amended at my discretion, so you should review it from time to time so you are aware of any changes.

If you have any questions, please contact me at claire@cwtuition.co.uk