

# CanDoChem Privacy Policy

## **My contact details**

Name: Kate Nickson, CanDoChem Ltd.

E-mail: candochem@gmail.com

## **The type of personal information I collect**

I currently collect and process the following information:

- Name, email addresses and phone numbers for parent(s) / guardian(s)
- Names and ages of students
- Email addresses of students (when supplied)
- Student SEND / relevant medical information
- Any other relevant background information about students provided
- Copies of student work
- Student achievement data e.g. topic test scores, mock results

## **How I get the personal information and why I have it**

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- To allow me to make contact with you to keep you updated on student progress.
- To enable me to teach your child effectively, with knowledge of anything that is likely to impact on how they learn, or specific difficulties that they may face.
- To enable students to log onto Google Classroom and my course site to access learning resources.
- From student work in classes / tuitions on the online whiteboard to enable me to help them practice application of knowledge to answer questions, build understanding, as well as assessing where further work may be needed.
- From student work submitted on Google Classroom in order for me to assess their attainment and provide feedback.

I use the information that you have given me in order to:

- Provide access to teaching resources.
- Plan effective teaching strategies.
- Assess student understanding and provide feedback on current attainment and targets to work on in order to improve understanding.
- Liaise with parents / guardians.

I may share this information with exam centres if needed for Access Arrangement applications or for references / predicted grades for school / college / UCAS applications. I will only do this if you have specifically asked me to do so and will never share any information that I hold without your knowledge and permission.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I 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 [candochem@gmail.com](mailto:candochem@gmail.com)**

**(b) I have a contractual obligation.**

**(c) I have a legitimate interest.**

## **How I store your personal information**

Your information is securely stored.

I keep all information provided, including copies of student work and progress data until exam results are published. Within 1 month of this, giving me time to check that the information is no longer needed e.g. for any students wishing to do resits, I will then dispose of your information by deleting any copies of data held on my computer system e.g. mark books and contact details. I also delete the Google Classroom folders, copies of whiteboards and Classkick rosters, which store copies of student work. If students are not working towards an exam, then I will delete all data, as listed above, within 1 month of them ceasing tuition.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask me for copies of your personal information.

**Your right to rectification** - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask me to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask me 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 I 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, I have one month to respond to you.

Please contact me at [candochem@gmail.com](mailto:candochem@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about my use of your personal information, you can make a complaint to me at [candochem@gmail.com](mailto:candochem@gmail.com).

You can also complain to the ICO if you are unhappy with how I 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>