

## **Privacy Policy**

**Effective Date:** October 2025

**Last updated:** October 2025

### **1. Introduction**

Welcome to **Weekend Learning Hub** ("we," "our," or "us").

We respect your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, and protect information about parents, guardians, and children who participate in our **in-person tutoring services in the United Kingdom**.

We comply with all relevant UK privacy laws, including the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Our services are designed for children under the supervision of their parents or guardians.

### **2. Information We Collect**

We collect personal information necessary to provide safe, high-quality tutoring services.

#### **A. Information Provided by Parents or Guardians**

When you enquire about, register for, or use our services, we may collect:

- Parent or guardian name
- Email address and phone number
- Home address (for correspondence and safeguarding records)
- Payment and billing details
- Child's first name, age, year group, and tutoring subjects

#### **B. Information About Children**

We collect only the minimum information necessary for tutoring:

- Child's first name and learning needs
- Educational progress notes (kept confidential and shared only with parents)

#### **C. Automatically Collected Information**

When you visit our website, we may automatically collect:

- IP address
- Browser type and device information
- Website usage analytics (e.g., which pages you view)

This information is collected through cookies and similar technologies (see Section 6).

### **3. How We Use Personal Information**

We use the information we collect to:

- Arrange and deliver tutoring sessions
- Communicate with parents and guardians
- Process payments and maintain accounts
- Ensure student safety and comply with safeguarding policies
- Manage tutor schedules and performance
- Improve our services and website functionality

We will **never sell or rent** your personal data to third parties.

### **4. Legal Basis for Processing**

Under the **UK GDPR**, we process personal data on the following lawful bases:

- **Contractual necessity** – to provide tutoring services you've requested
- **Legal obligation** – to comply with safeguarding and tax requirements
- **Legitimate interests** – to manage our business and improve services
- **Consent** – for optional communications or marketing (you can withdraw consent anytime)

### **5. Sharing of Information**

We only share information when necessary and with trusted parties, such as:

- **Tutors** – who need relevant information to deliver sessions safely and effectively
- **Service providers** – such as payment processors or administrative software
- **Legal authorities** – if required by law or safeguarding obligations

All third parties must handle data securely and only for the purposes we specify.

## 6. Cookies and Tracking

Our website uses cookies to:

- Remember your preferences
- Analyse website traffic
- Improve site performance

You can adjust cookie settings in your browser. Disabling cookies may affect site functionality.

## 7. Children's Privacy and Safeguarding

Weekend Learning Hub provides services to children **under the direct consent and supervision of parents or guardians**.

We do **not** collect personal data directly from children online.

All in-person sessions follow our **Safeguarding Policy**, ensuring that:

- All tutors are DBS-checked
- No unnecessary child information is stored
- Parents may review or request deletion of their child's records at any time

To request access or deletion, please contact us (see Section 10).

## 8. Data Storage and Security

We store data securely on encrypted systems and restrict access to authorised staff only.

We retain personal data only as long as necessary to fulfil our service obligations and legal requirements.

We take reasonable steps to prevent loss, misuse, or unauthorised access. However, no system is completely secure, and we encourage parents to share information responsibly.

## 9. Your Rights (UK GDPR)

Under the **UK GDPR**, you have the right to:

- Access the personal data we hold about you or your child
- Request correction of inaccurate information
- Request deletion of your data ("right to be forgotten")
- Object to processing in certain circumstances
- Withdraw consent for marketing or non-essential communications

To exercise these rights, please contact us (see Section 10 below).

## 10. Contact Us

If you have questions, concerns, or requests regarding your privacy or this policy, please contact us:

**Weekend Learning Hub**

Email: [info@weekendlearninghub.co.uk](mailto:info@weekendlearninghub.co.uk)

## 11. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements.

The updated version will be posted on our website with a revised **Effective Date**. We encourage you to review it periodically.