

Privacy Notice

I, Eszter Aliz Odor, recognise my role as a 'data controller', meaning I determine the purposes for which and the manner in which personal data of parents and children will be processed. Personal data is information that relates to an identified or identifiable individual. My policy is that personal data relating to the parents (below also referred to as 'You') and children will only be collected and stored as absolutely necessary, and will strictly only be used for the purposes as told to You. I may update this policy at any time, however I will provide You with an updated copy as soon as it is practical.

My contact details

Name: Eszter Aliz Odor

E-mail: eszteralizeducation@gmail.com

What type of information I have

I currently collect and process the following information of parents:

- Name;
- Home address;
- Phone number and email address.
- Invoice;
- Fees Agreement.

The following data will be collected and stored of the children tutored:

- Name;
- Age;
- Lesson Plans and Learning Progress Reports.

How I get the information and why I have it

The personal information I process is provided to me directly by You for the following reasons:

- Where I need to deliver the tuition services as agreed with You.

I will only retain the personal data until it is necessary for the purposes it has been collected for.

Under the General Data Protection Regulation (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 Me at eszteralizeducation@gmail.com.

(b) I have a contractual obligation.

(c) I have a legal obligation.

(d) I have a legitimate interest.

What I do with the information I have

We use the information that you have given me in order to

- Deliver the tuition services as agreed with You.
- Where I need to comply with a legal obligation.
- Where it is necessary for my legitimate interests (or those of a third party), and Your fundamental interests and rights do not override those obligations.
- Personal data of children will only be shared without the consent of parents in a situation where child protection is necessary.

I will only retain the personal data until it is necessary for the purposes it has been collected for.

I may share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where I have another legitimate interest in doing so.

I may share this information with the police or child protective services in a situation where child protection is necessary.

How I store your information

Your information is securely stored electronically and is solely accessible by Me.

I keep your personal information for the period of time my tuition services are used by You. I will then dispose your information by deleting it electronically.

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 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 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 information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the 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 eszteralizeducation@gmail.com if you wish to make a request.

How to complain

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

Last Update: This policy was last updated on April 12th, 2023.