



**Alhuda Prime Tutors**

Little care leads to progress

## **Data Protection Policy**

Reviewed At:

July 2025

Next Review:

July 2027



**Alhuda Prime Tutors**

## **Policy**

Alhuda Prime Tutors  
Registration Number: 08051638  
Ofsted URN: EY460539

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### **1. Policy Statement**

At Alhuda Prime Tutors, we need to retain certain information about our students, parents, staff and other third parties from time to time. Information collected from other users and third parties are necessary to enable us to run programmes, monitor achievement, performance and progress, and meet other basic data handling requirements.

We only collect information that is necessary to our work and information which helps us to deliver the right services and feedback to our customers.

Our Data Protection Policy complies with the Data Protection Act 1998 which states that information must be collected and used fairly, stores safely and not disclosed to any other person unlawfully. It explains what kind of information Teachers should keep, how it should be obtained and stored and how long information should be kept.

All our students, staff and other users are entitled to know:

- What information is held and processed about them and why
- How to gain access to this information
- How to keep is up to date
- What Alhuda Prime Tutors is doing to comply with its obligations under the 1998 Act.

Our staff have the responsibility to check, update and correct personal data, and to ensure it is confidential and secure.

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### **2. Information we collect**

To monitor and record the progress and achievement of our students/users we collect a limited amount of information about parents and students when you register to enroll. We may also collect information when you complete customer satisfaction surveys, provide feedback or participate in competitions. When you access our website you IP address may use Cookies to keep the style of the pages you are viewing consistent throughout the site and in the same state next time you return to us – and for marketing and remarketing purposes.

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### 3. How we use information

We may use your information for the following purposes:

- Providing our services. To provide services to you; to communicate with you, including via email, to respond to your enquires; and for other customer service purposes.
- Marketing. We may market our services. We may provide you with news and newsletters, special offers, and promotions; to contact you about products or information and for other marketing purposes provide that you have not opted-out of receiving such communications.
- Legal compliance and obligations. To comply with relevant legal obligations, including requests from law enforcement and child protection services.

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### 4. How we disclose your information

We may disclose your information, including personal information:

- To staff and administrators. This information may include; full name, email address, telephone number and progress updates.
- Web developers and external sites e.g. (Google) contracted by us or working on our behalf.

We may disclose your information, including personal information, in the following ways:

#### Business Transfers

We may disclose your information to another business or entity if we go into partnership with or merge with another company, if we sell or transfer business until or assets to another company, or as part of any other similar business transfer.

#### Legal Compliance

We may disclose your information in order to comply with the law, regulation, or other legal process, or government requests for information.

#### Protecting Rights & Interests

We may disclose your information where we believe it is in necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, or indeed to investigate and protect violations of our terms and conditions or other policies.

#### Cookies and other tracking mechanisms

Our service providers/contractors and we use cookies and other tracking mechanisms to track your use of our site.

Cookies. Our service providers or we may use cookies to track users' activities on our site, such as the pages visited and time spent on our site. Most browsers allow users to refuse cookies.

Our service providers and we may use other tracking technologies e.g. Clear GIFs, pixel tags, Local Storage Objects. We use service providers, such as Google Analytics as well as advertising reporting features, to evaluate the use of our site and our services. Our service providers' use or we automated devices and applications to evaluate use of our site and services offered on the site.

#### Security



**Alhuda Prime Tutors**

We take reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure.

We take reasonable steps to ensure the personal information that we collect, use or disclose is accurate, complete and up-to-date. You may modify your personal information by updating us at the address given on the final page of this document or by email. On request, we will give you access to the personal information we hold about you. If any personal information we hold about you is out of date or inaccurate, we encourage you to let us know by contacting us and asking us to correct it.

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## **5. Changes to this Privacy Policy**

This Privacy Policy is current as of the Effective Date set forth above May 2018. We may change this Privacy Policy from time to time, so please check periodically for updates.

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## **6. How to Contact Us**

Please be aware that by enrolling to use Alhuda Prime Tutors services you have automatically given consent for us to hold and use information about you as stated previously. If you have any concerns about this, please contact the Data Protection Officer.

If you are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact the Data Protection Officer in the first instance:

Data Protection Officer

Alhuda Prime Tutors

620 Green Lane

Ilford

IG3 9SE

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

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## **This concludes our policy**

Alhuda Prime Tutors is committed to reviewing and updating this policy as it deems necessary in line with legislation and good practice.

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**Alhuda Prime Tutors**

**Signed by Manager:**

Date:

**Signed by Data Protection Officer:**

Date: