StepBright Tuition Privacy Notice
Last updated: September 2026

1. About this Privacy Notice

This Privacy Notice explains how StepBright Tuition collects, uses, stores and protects personal information relating to pupils, parents and carers.

StepBright Tuition is operated by Anne-Marie Wyatt as a sole trader. Anne-Marie Wyatt is the data controller for the personal information described in this Privacy Notice.

If you have any questions about this Privacy Notice or how personal information is handled, please contact StepBright Tuition at contact@stepbrighttuition.co.uk.

2. What Information StepBright Tuition Collects

StepBright Tuition may collect the following personal information where relevant:

- parent or carer name, relationship to the pupil, email address and telephone number;
- pupil name, year group and information about their learning needs, subjects and tuition goals;
- information about SEND, additional needs or learning support requirements;
- relevant medical conditions, allergies or other health needs;
- emergency contact details;
- information provided through correspondence or discussions relating to tuition; and
- photographs or screenshots where permission has been given.

3. Where Personal Information Comes From

Most personal information is provided directly by a parent or carer through the StepBright Tuition registration form, correspondence or discussions about tuition. Information about a pupil may therefore be provided by their parent or carer rather than directly by the pupil. Information may also be provided by the pupil during tuition where relevant.

4. How StepBright Tuition Uses Personal Information

StepBright Tuition uses personal information where necessary to:

- arrange and provide tuition;
- understand a pupil's learning needs and provide appropriate support;
- communicate with parents and carers about tuition;
- make appropriate arrangements for a pupil's safety and wellbeing;
- respond appropriately in an emergency;
- maintain appropriate business and financial records;
- meet legal, safeguarding and regulatory responsibilities; and
- use photographs or screenshots for the purposes described when permission has been given.

5. Lawful Basis for Using Personal Information

StepBright Tuition only processes personal information where there is a lawful basis for doing so. Depending on the purpose, the following lawful bases may apply:

Contract – StepBright Tuition uses information that is necessary to arrange and provide tuition, communicate about the tuition service and manage the tuition agreement.

Legitimate interests – StepBright Tuition may use personal information where necessary to maintain the security of its records, accounts and systems, provided that this does not override the rights and interests of the individuals concerned.

Legal obligation – StepBright Tuition may use and retain personal information where necessary to comply with legal requirements, including applicable tax and financial record-keeping obligations.

Recognised legitimate interest – safeguarding – StepBright Tuition may use or share personal information where necessary and proportionate to safeguard a child and protect their physical, mental or emotional wellbeing.

Vital interests – In a life-threatening emergency, StepBright Tuition may use or share personal information where necessary to protect the life of the pupil or another person.

Consent – StepBright Tuition may rely on consent where appropriate, including permission to use photographs or screenshots. Consent can be withdrawn at any time by contacting StepBright Tuition.

Special category information – Some information about a pupil's health, medical needs, SEND or additional needs may be classed as special category personal data. Where StepBright Tuition relies on explicit consent as the condition for processing this information, consent will be requested separately. Consent can be withdrawn at any time by contacting StepBright Tuition.

6. Who StepBright Tuition May Share Information With

StepBright Tuition does not routinely share personal information with other organisations or individuals. Information may be shared where necessary and appropriate with:

- emergency services where required in an emergency;
- local authority children's services, the police or other relevant safeguarding organisations where necessary to protect a child;
- HMRC or other authorities where required by law; and
- service providers used to operate StepBright Tuition, where they process information on StepBright Tuition's behalf.

Personal information will not be sold to third parties.

7. How Personal Information Is Stored and Protected

StepBright Tuition takes appropriate steps to protect personal information from unauthorised access, loss, misuse or disclosure.

Registration information is normally stored electronically within password-protected accounts with additional security measures, including two-step verification. Access is restricted to StepBright Tuition.

Personal information is not routinely downloaded or stored on personal devices. Where information needs to be downloaded or otherwise stored, appropriate security measures will be used, and unnecessary copies will be securely deleted.

8. How Long Personal Information Is Kept

StepBright Tuition keeps personal information only for as long as reasonably necessary for the purpose for which it was collected and in accordance with applicable legal, safeguarding, insurance and business requirements.

Pupil and tuition records will normally be reviewed when tuition ends and securely deleted when they are no longer reasonably required. Particular records may be retained for longer where there is a safeguarding

concern, accident or incident, complaint, dispute, insurance matter, legal requirement or other justified reason.

Financial and tax records will be retained for the period required by law.

Where information is no longer required, it will be securely deleted or disposed of.

9. Your Data Protection Rights

Under data protection law, individuals have rights in relation to their personal information. Which rights apply depends on the circumstances and the lawful basis being used. These may include the right to:

- ask for access to personal information held about them;
- ask for inaccurate information to be corrected;
- ask for personal information to be deleted;
- ask for the use of personal information to be restricted;
- object to certain uses of personal information;
- receive certain personal information in a portable format; and
- withdraw consent where processing is based on consent.

Right to object: Where the right to object applies, you may object to the processing of your personal information. Please contact StepBright Tuition using the email address below.

To exercise any of these rights, please contact StepBright Tuition at contact@stepbrighttuition.co.uk.

10. Complaints

If you have concerns about how StepBright Tuition handles personal information, please contact StepBright Tuition at contact@stepbrighttuition.co.uk so that the concern can be addressed.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK regulator for data protection. The ICO can be contacted through its website at ico.org.uk or by telephone on 0303 123 1113.

11. Providing Personal Information

Some personal information is needed so that StepBright Tuition can arrange and provide tuition safely and effectively. If information that is necessary for these purposes is not provided, StepBright Tuition may not be able to provide the tuition service or make appropriate arrangements.

Where information is optional, this will be made clear where appropriate.

12. Automated Decision-Making

StepBright Tuition does not use personal information to make decisions based solely on automated processing, including profiling, that have legal or similarly significant effects on individuals.

13. International Transfers

Some service providers used by StepBright Tuition, including cloud-based service providers, may process or store personal information outside the United Kingdom.

Where an international transfer of personal information takes place, StepBright Tuition will use service providers whose transfer arrangements are intended to meet applicable UK data protection requirements, for example through an applicable UK adequacy arrangement or other recognised safeguard. Information about the relevant safeguards can be requested by contacting StepBright Tuition.

14. Photographs and Screenshots

StepBright Tuition may occasionally take photographs or screenshots during tuition activities where permission has been given. These may be used on the StepBright Tuition website or business social media pages.

Giving permission is optional and will not affect the tuition service. Permission can be withdrawn at any time by contacting StepBright Tuition. Withdrawal will apply to future use of the image.

15. Changes to this Privacy Notice

StepBright Tuition will review this Privacy Notice periodically and update it where necessary, including where the way personal information is used changes. The date at the top of the notice will show when it was last updated.

Contact StepBright Tuition

Anne-Marie Wyatt, sole trader
contact@stepbrighttuition.co.uk

StepBright Tuition is registered with the Information Commissioner's Office (ICO) as a data controller.