



Privacy Policy for Kayleigh Leese

Last updated: April 2026

1. Who We Are

Kayleigh Leese provides private tuition and assessment services. I (Kayleigh Leese) am committed to protecting and respecting your privacy in accordance with the UK GDPR and the Data Protection Act 2018.

Data Controller:

Kayleigh Leese

Kayleighleesetutor@gmail.com

07824397766

2. What Information I Collect

I may collect and process the following data:

- Student information: name, date of birth, school year, learning needs (e.g. dyslexia, SEND details)
- Parent/guardian information: names, contact details
- Contact data: email address, phone number
- Payment information: invoices, transaction records (I do not store full card details)
- Session records: progress notes, assessment outcomes
- Special category data: where relevant (e.g. learning difficulties, educational needs)

3. How I Use Your Information

I use your data to:

- Provide tuition services
- Plan and deliver personalised learning/assessment
- Communicate with parents/guardians
- Track student progress
- Manage bookings and payments
- Meet safeguarding obligations

4. Legal Basis for Processing

Under GDPR, I rely on:

- Contract: to provide tuition services
- Legal obligation: safeguarding and record keeping
- Legitimate interests: improving teaching and support
- Explicit consent: for sensitive data (e.g. SEND information)

5. How I Store and Protect Your Data

- Data is stored securely (e.g. password-protected devices, locked filing systems)
- I take reasonable steps to prevent unauthorised access
- Data is only kept for as long as necessary

Retention example:

- Student records: up to 1 year after tuition ends
- Financial records: 6 years (HMRC requirement)

6. Sharing Your Data

I do not sell your data.

I may share information with:

- Schools or professionals (with your consent)
- Payment providers (e.g. PayPal or Stripe)
- Legal authorities if required (e.g. safeguarding concerns)

7. Your Rights

Under GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (“right to be forgotten”)
- Restrict or object to processing
- Data portability

You also have the right to complain to the Information Commissioner's Office (ICO).

8. Consent


Where I rely on consent (e.g. for sensitive data), you can withdraw it at any time by contacting me.


9. Changes to This Policy

I may update this policy from time to time. The latest version will always be available upon request or on the website.

10. Contact

If you have any questions about this privacy policy or your data:

 kayleighleesetutor@gmail.com

 07824397766
