



Privacy Policy

Privacy Statement

Your Local Tutors (“**we**”, “**us**”, “**our**” or “**YLT**”) is committed to protecting your privacy during your visits to our website, www.yourlocaltutors.co.uk (the “**Site**”) and recognises its responsibility to protect the information you provide to us at all times.

For the purposes of the UK General Data Protection Regulation, the Data Protection Act 2018 and any legislation that amends, supplements or re-enacts those laws from time to time (the “**Data Protection Laws**”), YLT is the controller of your personal data.

Information we may collect about you

Whether you are the guardian seeking tutoring on behalf of a student; a student seeking tutoring directly; or a tutor who would like to pursue an opportunity with YLT when you contact us through the enquiry form on our Site or general deal with us, we may collect the following information relating to you:

- Personal information, such as: your name, location, date of birth, nationality, family details, your email address, telephone number and anything else you decide to tell us about yourself or your organisation when contacting us. We will store this personal information for the purposes of processing and responding to your enquiry on the Site;
- Financial information, such as: any bank or credit card details used to transact with us and other information that allows us to transact with you and/or provide you with our services;
- Statistical information, such as: your online and offline preferences, habits, movements, trends, decisions, associations, location, purchases and other information for statistical purposes;
- Information you send us, such as: any personal correspondence that you send us, or that is sent to us by others about your activities; and
- Non-personal information, such as: information regarding your computer, network, browser and IP address.

The information we hold about you may be shared with:

- companies who process personal information on YLT’s behalf; and
- professional advisors, such as accountants, lawyers or other consultants.

In accordance with the Data Protection Laws, our legal basis for collecting and storing personal information about you is that such processing is necessary for our legitimate interests in responding to enquiries and feedback for the purposes of running our business.

Personal information you provide if you apply to be employed at YLT

If you send us a speculative job application or respond to a vacancy that we advertise, we will store the personal information you provide, such as your name, contact details, employment history and any information set out on your CV. We will store this personal information for the purposes of:

- assessing your suitability for employment at YLT; and
- contacting you in relation to your interest in a role with us.

The personal information we hold about you may be shared with:

- companies who process personal information on YLT's behalf; and
- any of YLT's advisors, financial intermediaries and credit reference agencies with which we may work.

In accordance with the Data Protection Laws, our legal basis for collecting and storing personal information about you is that such processing is necessary for our legitimate interest in assessing and responding to your interest in applying for employment at YLT.

Cookies

Cookies are small text files on your computer which can be used when you visit a website. They help to ensure that websites work properly and provide important visitor data to site owners.

Cookies can either be session-based (e.g. they expire when a visit session ends, such as when the browser is closed) or persistent (e.g. they remain in place for a set period of time unless browser cookies are cleared).

We use cookies to improve your experience and collect information while visiting our Site.

By using our Site you are giving consent to our use of cookies unless you have adjusted your browser setting to refuse cookies.

Retention of personal information

The period for which YLT will retain personal information will vary depending on the purposes it was collected for, as well as the requirements of any applicable law or regulation. Where you send us your CV in relation to an actual or prospective job opportunity, we will keep your CV on file for up to 6 months.

Your rights

Individuals whose personal information we hold may be entitled to access their personal information, or request that it is erased, that its processing is restricted, or that any inaccurate personal information is rectified. You may also have the right to object to the processing of your personal information, or in some circumstances to obtain a copy of the personal information in machine-readable format. Any such request should be submitted in writing to info@yourlocaltutors.co.uk. Individuals also have the right to complain about the use of their personal information to the Supervisory Authority, which in the UK is the Information Commissioner's Office (www.ico.org.uk).

Accuracy and security

YLT will take all reasonable steps to keep your personal information accurate and, where necessary, up to date. If you believe that any of the information that YLT holds about you is incorrect please contact us and we will correct any errors in the personal information we hold about you within 7 days of receiving a written request from you.

YLT will take all reasonable steps to protect the confidentiality and security of your personal information but cannot guarantee the security of any data you disclose online. You accept the inherent security risks of providing information online over the internet and will not hold YLT responsible for any breach of security unless this is due to YLT negligence or wilful default.

The Site may contain hypertext links to external websites. YLT is not responsible for and accepts no liability in relation to these websites or their contents. You should read any applicable privacy policy on any such website.

YLT's Data Privacy Contacts

If you have any questions about YLT's use of your personal information, please contact info@yourlocaltutors.co.uk.

Changes to YLT's Privacy Statement

Any changes to this Privacy Statement will be posted here, so please check YLT's Privacy Statement regularly when you visit the Site.

Date of last update: March 2021