



More than words Tuiton

Privacy Policy

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Principle

This Privacy Policy describes the policies and procedures on the collection, use and disclosure of your information when you use the service and tells you about your privacy rights.

What information is collected:

- First and last name
- Address and post code
- Email address
- Phone number
- School information and documents, if necessary

How your information is used:

- To provide you with tuition services.
- To consult you in connection with providing you with tuition services.
- To provide you with information by email, SMS or telephone.
- To notify you about changes to the service.
- To maintain records.
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How your personal information is stored:

Your information is securely stored with More than words Tuition Ltd. for as long as is necessary for the purposes set out in this Privacy Policy.

Under the General Data Protection Regulation (GDPR), the lawful bases we 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 info@morethanwordstuition.com
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us 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 personal information in certain circumstances.

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

Your right to data portability - You have the right to ask that we transfer the personal 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, we have one month to respond to you.

Please contact info@morethanwordstuition.com if you wish to make a request.