



# Anthony Colins Institute

## Educational Development

# Privacy Policy and GDPR

## (General Data Protection Regulation)

### Policy and Procedures

*“Transparency in what and how personal data is being used.”*

**A C I Education Ltd.**

**Anthony Colins Institute, 51 Causton Road, Beggarwood Basingstoke, RG22 4QQ  
0843 289 7697 [anthonycolins.com](http://anthonycolins.com) [admin@anthonycolins.com](mailto:admin@anthonycolins.com)**

*Registered Office: Sherwood House 41 Queens Rd Farnborough Hampshire GU14 6JP  
Registered in England and Wales No. 8432528*

## **Anthony Colins Institute – ACI Education Ltd. Privacy Policy and GDPR**

“Transparency in what and how personal data is being used.”

### **Privacy Policy and the General Data Protection Regulation (GDPR)**

#### **The Anthony Colins Institute (ACI Education Ltd.)**

The Anthony Colins Institute (ACI Education Ltd.) is committed to protecting and respecting your privacy.

#### **Data Controllers**

For the purpose of the Data Protection Act 1998 (the Act) and the EU General Data Protection Regulation May 2018 (GDPR), the data controller is ACI Education Ltd., 51 Causton Road, Beggarwood, Basingstoke, RG224QQ, 0843 289 7697, [admin@anthonycolins.com](mailto:admin@anthonycolins.com) or [anthonycolinsinfo@gmail.com](mailto:anthonycolinsinfo@gmail.com)

The Data Protection Officer (DPO) is Colin Wallace.

All information you provide to us is provided on a voluntary basis.

#### **Information we collect**

We will collect and process the following data about you:

##### **1) Information you give us:**

- a. Information about you that you give us by correspondence with us by phone, e-mail or otherwise.
- b. Information about you that you give us by filling in:
  - i. The enquiry form on our web site [www.anthonycolins.com](http://www.anthonycolins.com)
  - ii. The ‘New Student Enquiry Information Sheet for the Anthony Colins Institute.’
    1. Name of Student
    2. Date of Birth
    3. Name(s) of legal parent or Carer
    4. Tutoring Location (Home Address)
    5. Contact Phone Numbers
    6. Contact E-Mail address
    7. Current School
    8. Current Year Group
    9. Area of Tuition required
    10. Level of Tuition required
    11. Specific Tutor preferred
    12. Preferred availability days and times
    13. How you heard about the Anthony Colins Institute
    14. Other relevant information (Special Needs, Health Issues)
  - iii. The Anthony Colins Client Contract
    1. As ‘New Student Enquiry Information Sheet for the Anthony Colins Institute;’
    2. Signature of Client.
  - iv. Academic Assessment Reports written by the Anthony Colins Institute.

##### **2) Information we collect about you:**

A C I Education Ltd.

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- a. Personal Information (above) may be shared with the specific Tutor to enable the Tutor to deliver the Tutoring Services that you require or to follow up on any enquiry.
- b. Financial Information (bank transfer information when settling an invoice.) Your consent is given to provide Your Financial or Personal Information to those third parties necessary to process Your transactions with us, such as the banks involved. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction. Except as provided above, the Anthony Colins Institute will not share Financial Information with third parties without Your prior consent.

### 3) Information we receive from other sources (given to us by You as the Client):

- a. Personal Information such as:
  - i. School Reports
  - ii. Educational Professional Reports
  - iii. Ofsted Reports

### **Website**

The Anthony Colins Institute cannot collect personal data regarding visitors/users of its website. Our Website, [www.anthonycolins.com](http://www.anthonycolins.com) is hosted by Weebly. On accessing the anthonycolins.com website it states that: “By using this site you consent to the use of cookies. Cookies can be managed in your browser or device settings.” For Weebly’s Privacy Policy please visit: <https://www.weebly.com/uk/privacy>

### **How we use Client information**

We use information held about you in the following ways:

#### Information you give to us is used:

- to carry out our obligations arising from any contracts entered into between you and us;
- provide you with the information and services that you request from us;
- to notify you about changes to our service.

#### Information we collect about you is used:

- internally, for research, statistical and survey purposes;
- internally, to improve our customer experience;
- externally, if You have requested a Report or commissioned an Academic Assessment for a Student that You will share with an appropriate organisation (e.g. Student’s School or Educational Professional.)

#### Information we receive from other sources is used:

- internally, to provide the student with the support and development they require.
- Internally, to support student learning;
- Internally, to monitor and report on student progress;
- Internally, to provide appropriate safeguarding requirements;
- Internally, to assess the quality of our services

We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above

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(depending on the types of information we receive). No Client information is shared with third parties.

The Anthony Colins Institute takes your privacy seriously and will only use your Information as mentioned above.

However, from time to time we would like to inform you of any future offers or how The Anthony Colins Institute is performing. This Information is not shared with any third party and you can unsubscribe at any time via phone or email at [admin@anthonycolins.com](mailto:admin@anthonycolins.com) or [anthonycolinsinfo@gmail.com](mailto:anthonycolinsinfo@gmail.com)

### **Storing Data**

Once we have received your information, we hold the digital Information about you on Cloud Storage as part of G Suite by Google whose Privacy Policy can be found at <https://cloud.google.com/security/gdpr/>

(Unfortunately, the transmission of information via the internet is not always completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk.)

Paper Copies of each Student's 'New Student Enquiry Information Sheet for the Anthony Colins Institute' and the signed 'Contract' are kept in Secure Filing Cabinets.

Written reports and materials used by students are kept in Secure Filing Cabinets.  
Exercise books used by students are kept by the Student.

All information is kept for a period of six years after the completion/termination of the contract. After these six years, the Anthony Colins Institute will dispose of all paperwork by shredding using Cross Cut Shredders.

Digital information is deleted using McAfee 'Complete' Shredder software, whose Privacy Policy can be found at <https://www.mcafee.com/uk/about/legal/privacy.aspx>

All Information we process is processed by our staff in the UK. The programmes we use to record Data are as follows:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Apple Pages
- Apple Numbers
- Apple Key Note
- G Suite by Google

For the purposes of storing all these documents, we use G Suite by Google whose Privacy Policy can be found at <https://cloud.google.com/security/gdpr/>

No third parties have access to your personal data unless the law allows them to do so.

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### **Sharing Information**

We do not share information about our clients with anyone.

The only exception to this is when The Anthony Colins Institute receives a request from law enforcement agencies where it is legally required to do so and where crime detection or prevention can be aided by the release of data.

### **Your Rights**

#### **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact us at [admin@anthonycolins.com](mailto:admin@anthonycolins.com) or [anthonycolinsinfo@gmail.com](mailto:anthonycolinsinfo@gmail.com)

If at any point you wish to know what Information we are processing about you; or if you do not wish for us to process your Information anymore; or if you believe the Information we process on you is incorrect or obsolete; you can request to see this Information and/or have it corrected or deleted by us by contacting us at [admin@anthonycolins.com](mailto:admin@anthonycolins.com) or [anthonycolinsinfo@gmail.com](mailto:anthonycolinsinfo@gmail.com)

#### **Making a Complaint**

If you wish to raise a complaint on how we have handled your Information, please contact us at the email address above to have the matter investigated.

If you are not satisfied with our response or believe we are processing your Information not in accordance with the law you have the right to complain to the Information Commissioner's Office <https://ico.org.uk/>

#### **Changes to our privacy policy**

Any changes we make to our privacy policy in the future will be posted within this policy on our website [www.anthonycolins.com](http://www.anthonycolins.com) and notified to you by e-mail.

### **How we use Tutors and Employees Information**

#### **Data Controllers**

For the purpose of the Data Protection Act 1998 (the Act) and the EU General Data Protection Regulation May 2018 (GDPR), the data controller is ACI Education Ltd., 51 Causton Road, Beggarwood, Basingstoke, RG224QQ, 0843 289 7697, [admin@anthonycolins.com](mailto:admin@anthonycolins.com)

The Data Protection Officer (DPO) is Colin Wallace.

#### **Information we collect on Employees:**

The Anthony Colins Institute will collect and process the following data about our Employees:

1. Your name;
2. Your address;
3. Your date of birth;
4. Your sex;

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5. Your education and qualifications;
6. work experience;
7. Your National Insurance number;
8. Your tax code;
9. Details of any known disability;
10. Your emergency contact details.

In addition we also keep details about You, such as:

1. Your employment history with the organisation;
2. Your employment terms and conditions (e.g. pay, hours of work, holidays, benefits, absence);
3. Any accidents connected with work;
4. Your training;
5. Information relating to Performance Management
6. Disciplinary action.

### **Information we collect on contract Tutors:**

The Anthony Colins Institute will collect and process the following data about our contract Tutors:

- 1) Your name;
- 2) Your address;
- 3) Your email address;
- 4) Your telephone number;
- 5) Your Skype name and other social media or video conferencing identities (if applicable);
- 6) Your emergency contact details;
- 7) Details of any known disability;
- 8) Your employment history with The Anthony Colins Institute;
- 9) Your Tutor Contract with The Anthony Colins Institute;
- 10) Any accidents connected with working for The Anthony Colins Institute;
- 11) Any training with The Anthony Colins Institute;
- 12) Any Disciplinary action with The Anthony Colins Institute;
- 13) Your Curriculum Vitae including:
  - i. Your professional background;
  - ii. Your professional qualifications.
- 14) Your photograph and Tutor Profile, which will be published on [www.anthonycolins.com](http://www.anthonycolins.com)
- 15) Details of the lessons you give to students registered with The Anthony Colins Institute including:
  - i. dates and times of lessons;
  - ii. the work covered;
  - iii. relevant comments from you;
  - iv. relevant comments from your students;
  - v. relevant comments from the Parents/Carers of the students.
- 16) Your bank or other payment details and maintain records of payments made to you;

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- 17) Copies of any emails or other correspondence arising in the normal course of business;
- 18) Information relating to Quality Control.

### **Information we collect about you is used:**

- To provide you with a Tutor Profile;
- To conduct business with you including making payments, responding to your enquiries and other normal business transactions;
- To inform you about products and services;
- To inform you about our marketing initiatives, for example discounts and promotions.
- To carry out our obligations arising from any contracts entered into between you and us;
- To provide you with the information and services that you request from us;
- To notify you about changes to our service.

### **Information we collect about you is used:**

- Internally, for research, statistical and survey purposes;
- Internally, to improve our customer experience;

### **Information we receive from other sources is used:**

- Internally, to provide You with the support and development you need;
- Internally, to provide appropriate safeguarding requirements and training;
- Internally, to assess the quality of our services.

We will combine this information with information You give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

The Anthony Colins Institute takes your privacy seriously and will only use your Information as mentioned above. This Information is not shared with any third party and you can unsubscribe at any time via phone or email at [admin@anthonycolins.com](mailto:admin@anthonycolins.com)

### **Storing Data**

Once we have received your information, we hold the digital Information about you on Cloud Storage as part of G Suite by Google whose Privacy Policy can be found at <https://cloud.google.com/security/gdpr/>

(Unfortunately, the transmission of information via the internet is not always completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk.)

Paper Copies of each Tutor/Employee Information are kept in Secure Filing Cabinets.

All information is kept for a period of six years after the completion/termination of the contract. After these six years, the Anthony Colins Institute will dispose of all paperwork by shredding using Cross Cut Shredders.

Digital information is deleted using McAfee 'Complete' Shredder software, whose Privacy Policy can be found at <https://www.mcafee.com/uk/about/legal/privacy.aspx>

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No third parties have access to Your personal data unless the law allows them to do so.

### **Sharing Information**

- 1) We do share information about our Contract Tutors in the form of Tutor Profiles and direct phone numbers with the Parents/Carers of the Students they are going to Tutor.
- 2) We do not share personal information about our Employees with any third party unless their role is that of point 1)
- 3) If we are required to share information with third parties, consent will be sought from the Tutor/Employee themselves.

The only exception to this is when The Anthony Colins Institute receives a request from law enforcement agencies where it is legally required to do so and where crime detection or prevention can be aided by the release of data.

### **Your Rights**

#### **Requesting access to your personal data**

Under data protection legislation, Employees and Contract Tutors have the right to request access to information about them that we hold. To make a request for your personal information contact us at [admin@anthonycolins.com](mailto:admin@anthonycolins.com) or [anthonycolinsinfo@gmail.com](mailto:anthonycolinsinfo@gmail.com)

If at any point you wish to know what Information we are processing about you; or if you do not wish for us to process your Information anymore; or if you believe the Information we process on you is incorrect or obsolete; you can request to see this Information and/or have it corrected or deleted by us by contacting us at [admin@anthonycolins.com](mailto:admin@anthonycolins.com) or [anthonycolinsinfo@gmail.com](mailto:anthonycolinsinfo@gmail.com)

#### **Making a Complaint**

If you wish to raise a complaint on how we have handled your Information, please contact us at the email address above to have the matter investigated.

If you are not satisfied with our response or believe we are processing your Information not in accordance with the law you have the right to complain to the Information Commissioner's Office <https://ico.org.uk/>

#### **Changes to our privacy policy**

Any changes we make to our privacy policy in the future will be posted within this policy on our website [www.anthonycolins.com](http://www.anthonycolins.com) and notified to you by e-mail.

As an employee of The Anthony Colins Institute and as a Contracted Tutor with The Anthony Colins Institute, you have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and



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- claim compensation for damages caused by a breach of the Data Protection regulations

In effect from: May 2018

Review Date: May 2019

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