

Warren Dodd Education

Engage. Learn. Thrive.

warrendoddeducation.co.uk

Privacy Notice

Warren Dodd Education | Version 1.0 | April 2026 | Review: April 2027

We take your privacy seriously. This notice explains what personal information we collect, why we collect it, and how we keep it safe. If you have any questions, please get in touch via warrendoddeducation.co.uk.

1. Who we are

Warren Dodd Education is the data controller for all personal information collected in connection with Warren Dodd Education. We are registered with the Information Commissioner's Office (ICO) – registration number: ZC126561. We operate as a sole trader. David Dodd is responsible for data protection.

2. What information we collect

- Your child's name, date of birth, year group, and educational background
- Parent and carer names, contact details, and relationship to the child
- Emergency contact details
- Medical, SEND, or wellbeing information you share with us
- Attendance records and session progress notes
- Payment and invoice records
- Any safeguarding records (held separately and securely)

3. Why we collect it

- To run safe, effective, and tailored tutoring sessions
- To contact you quickly in an emergency
- To meet our safeguarding and legal obligations
- To manage invoicing and payment records
- To keep accurate attendance and progress records

4. Our legal basis

Under UK GDPR and the Data Protection Act 2018, we process your data because:

- It is necessary to deliver the service you have asked us for (contractual necessity)
- We are legally required to (safeguarding obligations)
- It is in our legitimate interests to do so (session planning, communication, financial records)

Where we handle special category data – such as health or SEND information – we do so only with your explicit consent.

5. How we store it

All personal data is stored in password-protected digital files. Any paper records are kept in a locked location. We do not share your information with anyone outside Warren Dodd Education unless the law requires it – for example, a referral to safeguarding agencies or a disclosure to HMRC.

6. How long we keep it

General session and payment records are kept for six years in line with HMRC requirements. Safeguarding records are kept for as long as statutory guidance requires, which may be longer.

7. Your rights

You have the right to see the data we hold about you or your child, ask us to correct anything inaccurate, ask us to delete data where there is no legal reason to keep it, and withdraw consent at any time where consent is our basis for processing.

To exercise any of these rights, contact David Dodd via warrendoddeducation.co.uk. If you have a concern about how we handle your data, you can also contact the Information Commissioner's Office (ICO) at ico.org.uk or on 0303 123 1113.

8. Review

This notice is reviewed annually or whenever there is a relevant change in data protection law.

Signed: David Dodd | Warren Dodd Education | Date: April 2026

Review date: April 2027