

Westminster Tutors



Student Privacy Notice

2025-2026

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1. Introduction

- 1.1 Westminster Tutors Ltd, trading as Westminster Tutors Independent Sixth Form, is responsible for how we look after your personal information. When we say “we” in this notice, it means Westminster Tutors Ltd. Law requires us to protect the information we hold about you; this notice explains how we do this.
- 1.2 Personal information is any information about you, from which you can be identified.
- 1.3 Please read this privacy notice carefully. It is a short version of the full notice we provided to your parents. If you would like more information, please speak to the Principal. You can also look at the privacy notice for your parents, which is available on our website.

2. What Personal Information Might The College Hold About You

- 2.1 The personal information we may hold on you includes:
 - Your full name, date of birth, grade and photograph;
 - Your home address, home telephone number and mobile number;
 - Your college email address and personal email address;
 - Your academic records and test results;
 - Your medical records (including special education needs and/or accidents); and
 - Your race, religion or ethnicity.
 - Biometric door access data

3. Information We Receive From, And Share With, Other People or Companies

- 3.1 We will share your information with your parents. If you are not British, we may have to provide information about you to UK Visas and Immigration.
- 3.2 We may work with other institutions such as your previous or new college, college photographers, local authorities, social services, police (where there are concerns with your safety), education authorities, SEN co-ordinators, the college’s business partners and professional advisors. We might receive or share information about you from them or give information to them. We will only do so as set out in this notice. We may also use biometric door access data and CCTV footage to ensure the college is safe and monitor who is visiting the college.
- 3.3 For the purposes of examination entry, access arrangements, examination administration, and regulatory compliance, we may share relevant personal and educational information with examination boards, awarding organisations, and partner examination centres, as well as education providers working with Westminster Tutors. This may include information about your normal way of working and any approved access arrangements.

4. Contact Us if You Have Further Questions

- 4.1 If you have any questions about this notice, then please speak to the Principal. We have a Data Protection Co-ordinator, Mr Sean Doherty, who can explain in more detail how your information is looked after. Our Data Protection Officer is responsible for your information.

5. How The College Uses Your Information

- 5.1 We will use the information you and your parents give us where the law allows us to. This is mainly so that we can carry out our duties as a college (for example, to look after you, teach you, take a register, keep a personal file, keep a record of behaviour, and provide reports on your progress). Sometimes we also use your information because we are legally required to do so (for example, for safeguarding or immigration law), because it is in our legitimate interests to run the College safely and effectively, to protect your vital interests if you are at risk, or because you or your parents have given consent (for example, for the use of photos in marketing materials).
- 5.2 We also use your information to promote the objects and interests of our colleges, ensure the most efficient management of the college, and ensure that the college's legal obligations are adhered to. We also use your photograph as part of a manual ID system. These are known as "legitimate interests."
- 5.3 Help from third parties. We rely on software applications and other technology provided by different people to handle your information. These include virtual learning environments (including the setting of tasks and homework), revision tools, text and email messaging communications, assessments of your progress and coordination of college trips. We carefully choose the companies we use to deliver these applications to ensure that your information is kept secure.

6. Sensitive Personal Data

- 6.1 When we hold details about your health and wellbeing, this information is called "special category data." This means we treat this information even more carefully. We will only use this type of information where the law allows us to, for example: (a) to meet our safeguarding and welfare duties, (b) to identify or support medical needs, (c) to protect your vital interests, or (d) to meet legal requirements in the field of social protection. We may also use software applications and other technology to achieve this, provided appropriate safeguards are in place.

7. Where We Need Your Consent

- 7.1 We will seek your and your parents' permission if we decide to post your photographs on any of our marketing materials (including our prospectus or website); you may withdraw your permission.
- 7.2 You do not have to give us details about your race, religion, or ethnicity if you do not want to. If you do, we will use this information to help run the college (e.g., if your religion means that you have certain dietary requirements) and to monitor equal opportunities. You can ask us to delete this information at any time.

8. Transfer of Personal Information Outside The Country

- 8.1 Sometimes, your information may need to be transferred to and stored outside the United Kingdom. For example, this may happen when one of our technology suppliers uses servers located overseas. We limit this wherever possible, but where it is necessary, we will only transfer your information where appropriate safeguards are in place. These safeguards include adequacy regulations issued by the UK Government or standard contractual clauses approved for international transfers. In every case, we take all reasonable steps to ensure your information remains protected.

9. Your Rights

- 9.1 You have several rights over your personal information under the UK General Data Protection Regulation and the Data Protection Act 2018. These include the right to:
- Right to ask for a copy of the information we hold about you, known as a subject access request.
 - Right to ask us to correct any information that is wrong or out of date.
 - Right to ask us to delete information when it is no longer needed.
 - Right to ask us to stop using your information in certain situations.
 - Right to ask us to restrict how we use your information in certain situations.
 - Right to ask for your information to be provided to you or another organisation in a format that can be transferred, known as data portability.
 - Right to complain to the UK Information Commissioner's Office if you are unhappy with how we handle your information.

10. How Long We Keep Your Personal Information

- 10.1 We will not keep your personal information longer than necessary or legally required. Generally, we keep your student record file for seven years after your last enrolment, after which it is securely destroyed. Some categories of information may be retained for shorter or longer periods where this is required by law, safeguarding obligations, or legitimate business needs. Westminster Tutors follows a Data Retention Policy that sets out how long different types of personal information are kept. For further information about specific retention periods, please get in touch with the Principal.

11. Changes To This Privacy Notice

- 11.1 We may change this notice; we will let you know if we do.
- 11.2 Please read this privacy notice carefully. It is a short version of our full notice posted on our website. If you would like more information, please speak to the Principal.

12. Data Controller and Complaints

- 12.1 Westminster Tutors Ltd is the Data Controller for the personal information it holds about students. If you have any questions about this notice or how we use your information, please get in touch with the Principal at 86 Old Brompton Road, London, SW7 3LQ, or by email at: info@westminstertutors.co.uk.
- 12.2 If you are unhappy with how we handle your personal information, you have the right to complain to the UK Information Commissioner's Office. You can contact the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 0303 123 1113, or via the website www.ico.org.uk.

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