Privacy Policy | Compass Tutors

# Privacy Policy

Last updated: 24th May 2020

Last Updated: Compass Tutors is committed to maintain a strict policy of Client and Tutor confidentiality, as well as ensure the safeguarding of users of the Site. This page informs you of the policies regarding the collection, use and disclosure of Personal Information we receive and aligns with the General Data Protection Regulation (GDPR). It should be read in conjunction with the Terms of Agreement for Tutors and Clients.

Compass Tutors operates <https://www.compasstutors.co.uk/> and by viewing the Site, by subscribing to updates and by requesting Services, you are accepting the terms of the Privacy Statement.

**Log Data | Site Users**

Like many site operators, we gather statistical and other analytical behaviours from users of the Site. This information collection does not disclose the identity or Personal Information of the users of the Site. This Log Data may include information such as browser type, IP address, which has been clipped or anonymised, the pages of the Site that you visit, the time of the visit, and other anonymous statistics.

In addition, we may use third party services that collect, monitor and analyse this data in order to better understand Site activity and optimisation. Third-party services will not be able to identify an individual person from this data. Personal Information of Tutors and Clients will not be shared with any third-party services.

**Information Collection and Use | Subscribers**

In line with data protection laws, we only retain personal information when you have chosen to share it. Subscribers to the website disclose their names, numbers and email addresses. Personal Information will only be used to inform subscribers of blog updates, special offers and other marketing materials. Subscribers will be able to unsubscribe from updates at any time and Personal Information will not be stored once they have made this decision. We will take reasonable steps in ensuring the safety of Subscribers and will endeavour to protect personal information safe from unauthorised access.

**Information Collection and Use | Clients and Tutors**

Clients: In submitting an enquiry, you consent to sharing your personal information with us. This includes details such as name, email address, Skype name, telephone number, child’s age, school year and educational background. We will share the necessary personal information with the Tutor who has been selected to provide you with the requested Services. The Tutor will then be able to contact you directly with access to your personal information. Other than sharing your personal information with the Tutor on the basis outlined above, we will keep your personal information safe and will not pass on your personal information to any third party, unless required to do so by law. We will retain personal data for a period of up to 8 years after last use of Services.

Tutors: In submitting an application to be a Tutor, you consent to share your personal information with us. This includes details such as name, email address, Skype name, telephone number, the subjects that you teach, a photograph, relevant qualifications and DBS certificate which will be kept on file. We may also store your bank details for the purpose of making payments for the work done through Compass Tutors. When we find a suitable arrangement for a Tutor and Client, we will send the Client your background and relevant qualifications before they agree for the Services. Once they have formally requested for your Services, we will share your name, photograph, email address, Skype name and telephone number with the Client. We will not specifically ask your permission to do this. We assume that by being a registered Tutor with the Company, you consent to having your personal information shared in such a way. Other than sharing your personal information with the Client on the basis outlined above, we will keep your personal information safe and will not pass on your personal information to any third party, unless required to do so by law. We will retain personal data for a period of up to 8 years after last active as a Tutor and for every Tutor application.

**Your Rights**

At any time, you have the right to request and access the personal information we have stored about you. You also have the right to amend, update or remove your personal information. You have the right to object to the use and storage of your personal information if you think there is no need for us to keep it, as this is your right to be forgotten. In all of these requests, please contact us infocompasstutors@gmail.com.

**Security**

The security of your Personal Information is important to us and we take every effort at Compass Tutors to ensure security is kept. All personal information is stored on secure host infrastructure with password protection, and passwords changed regularly. However, unfortunately no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use reasonable means to protect your Personal Information, we cannot guarantee its absolute security.

**Third Party Sites**

We link to a number of other website on our Site. We are not liable or responsible in any way for the Privacy Policies of these sites or the way they collect personal information.

**Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can refuse our cookies or ask your browser to inform you if a cookie is being sent. However, if you do not accept cookies, this may affect your ease of use of the Site.

**Sale of Business**

We reserve the right of your personal information to a third party in a sale or merger of Compass Tutors, provided that the third party agrees to adhere to this Privacy Policy. You will be notified in the case of above and will be given the opportunity to opt-out.

**Changes To This Privacy Policy**

This policy may be changed or amended at our discretion, so you should review it from time to time. Any changes to the Privacy Policy will be posted on the Site.

**Contact**

If you have any questions surrounding, please contact us infocompasstutors@gmail.com.