

## **Privacy Policy**

This privacy policy sets out how we gather, use and protect any information that you give to us when you use TutorBox. We may change this policy from time to time by updating this page. However some data collection is essential to TutorBox functioning and if you do not wish to allow us to continue with such data collection then you will need to unsubscribe. In processing personal data, we will comply with relevant legislation in force from time to time in England. This policy may be updated from time to time as functionality is added to TutorBox.

### **TutorBox Anonymous Tracking**

TutorBox tracks your use so that we can offer you a better user experience which may in the future include ads relating to your navigation habits. This helps us analyse data about social media traffic and improve TutorBox in order to tailor it to your needs. We only use this information for statistical analysis purposes and does not identify you individually.

Note also that third party cookies might be downloaded onto your device as a result of your use of TutorBox, for example if you were to send information from TutorBox to your social media account your account may require the use of such cookies to enable this transfer to take place. These cookies are not under our control and we disclaim any responsibility for the acts of third party cookies.

By using TutorBox you are accepting our cookies policy.

### **Personal Data of Students and Guardians uploaded by Users**

You should note that we are not the relevant data controller with respect to personal data stored in TutorBox accounts which identifies individuals including students and guardians. Whilst this information is stored on our servers in a secure manner, your Tutor is responsible for the way in which such data is used. If you are concerned at the way in which your personal data is being processed then you should contact your Tutor.

Please note however that we do store the contact details of all those who have created an account with us to which the rest of this policy applies.

### **Direct Information Gathering**

In order for TutorBox to function it is essential that we hold onto selected personal data including your contact details. By continuing to use TutorBox you are consenting to this use of your data.

TutorBox continues to develop. TutorBox reserves the right to send notifications to you of updates and news of service developments in its functionality as advertised from time to time.

### **Permission**

By accessing TutorBox you agree to the reasonable processing of your personal data by us for the purposes of providing you with the services you request. We obtain your consent to the processing of information about you or (in the case of guardians) the student's name. Consent for the direct purpose for which you supply your data will be inferred from the situation in which you give this information. For example if you

register with us you will necessarily be supplying us information against which we can identify you at future log ins.

However in respect of taking your personal contact information from you for the purposes of our supplying you notice of further products we may offer in the future or sharing your data with others we will give you the option of not accepting such use. In those instances we will hold information showing that you have made such an election.

### **What we might collect**

TutorBox collects certain personal information and handles as part of its operations

- Name, email, contact address

And information relating to your use of TutorBox

- Your current and past information shared with TutorBox or loaded onto TutorBox during your use of it

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to operate the TutorBox service including internal record keeping, to customise TutorBox functions in accordance with your needs or preferences, to improve our products and services and for internal record keeping
- we will not share the information gathered from you with third parties unless you expressly agree to this.

### **Storage**

The information we hold about you may be stored outside the European Economic Area in order to carry out these uses.

### **Links to other websites**

If you navigate through TutorBox or its social media sites then you should realise that we do not have any control over those other locations. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such locations and such locations are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the location in question.

### **Controlling your personal information**

You may request details of personal information which we hold about you as part of our central administrative function under the relevant Data Protection legislation in force at the time. A small fee will be payable. If you would like a copy of the information held about you, please write/email to **[address]**.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Please note that you hereby provide your consent and in any case we may be required to disclose your data to lawful authorities for the prevention of crime or regulatory purposes or a court as such court requires.