**Privacy Policy**

**Our contact details**

Name: MEGAMINDS LEARNING CENTRE

Address: BUMP & BABES, BRADFORD ROAD, KEIGHLEY, BD21 4AH

Phone Number: 07818437273

E-mail: [info@megamindslearning.co.uk](mailto:info@megamindslearning.co.uk)

**The type of personal information we collect**

We currently collect and process the following information:

|  |  |
| --- | --- |
| **Type of personal data** | **Description** |

|  |  |
| --- | --- |
|  |  |
| **Identity Data** | Data which identifies the Student (including the Student’s name, title, date of birth, photograph and gender) |
| **Contact Data** | Contact details (including the Student’s postal address, telephone number and email address) |
| **Tuition Data** | Data relating to the Student’s Tuition Programme (subject, term dates, attendance records, centre, tutor, fees and related information) |
| **Profile Data** | Data we store in connection with the Student’s profile on the student portal student ID number,username and password, preferences, interests, feedback and other communications with us. |
| **Parent/Guardian Data** | Information relating to the Student’s parent or guardian or other next of kin (Identity and Contact data, relationship with the Student and permission to collect Student) |
|  |  |
| **Educational Data** | Information about the Student’s education history and academic cycle (school, year group, status, abilities and progress) |
| **Assessment and**  **Attainment Data** | Information about the Student’s assessment and attainment during the Tuition Programme (including assessment dates, test results, grades, tutor feedback, reports to parents and guardians, content of homework and assessments) |
| **Medical Data** | Information relating to the Student concerning any medical conditions, disabilities, allergies, dietary requirements and other similar matters |
| **Ancillary Data** | Additional information which is disclosed to us or which we become aware of during the course of the Tuition Programme, including additional matters which may have an impact on the specific tuition the Student requires or the way in which we deliver the Tuition Programme to that Student |
| **Safeguarding Data** | Information which is disclosed to us or which we become aware of at any time relating to the safeguarding of the Student or other persons in our care (including persons authorised to collect the Student, password to be used on collection, permission for Student to leave the venue unsupervised and safeguarding concerns) |
| **Financial Data** | Information collected when you make a payment to us (bank account and payment card details) |
| **Transactional Data** | Details relating to payments of our fees (the agreed services to be provided, your chosen payment method, and correspondence or communications with you in respect of your payments) |

**How and why we use personal data**

We will only collect and process your personal data where we have a legal basis to do so. This legal basis will vary depending on the manner and purpose for which we are collecting your personal information. The circumstances in which we may use your personal data are as follows:

* Where it is necessary for the **performance of a contract** to which you are a party or to take steps at your request before entering into such a contract;
* Where it is necessary to **comply with a legal or regulatory obligation** that we are subject to;
* Where it is necessary for our **legitimate interests** (or those of a third party) and your interests and fundamental rights do not override those interests; and
* Where we have your **consent** to do so, subject to your right to withdraw consent (further details provided in the section headed “Your rights” below).

We have set out in the table below a description of all the ways we plan to use your personal data, and which of the above legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you require further detail about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **What we use your personal information for** | **Type of data** | **Lawful basis for processing** | **Basis of legitimate interest (where applicable)** |
| To manage our relationship with you, this will include notifying you about changes to our terms or Privacy Policy. | * Identity * Contact * Profile * Tuition * Parent/Guardian * Marketing and Communications | * Necessary to comply with a legal obligation * Necessary for our legitimate interests | To conduct our business and to keep our records updated |
| To set you up as a new Student on our systems | * Identity * Contact * Profile * Tuition * Parent/Guardian * Educational * Assessment and Attainment * Ancillary * Safeguarding * Marketing and Communications | * Consent – given at the time of submitting an enrolment form * Necessary for our legitimate interests * Necessary for the performance of a contract with you | To conduct our business and deliver the Tuition Programmes to Students |
| To contact named individuals in the event of an emergency | * Identity * Parent/Guardian * Medical | * Consent – given at the time of submitting an enrolment form * Necessary for our legitimate interests * Necessary for the performance of a contract with you * In the substantial public interest to safeguard children * To protect the vital interests of the Student | To safeguard Students in our care and operate our business in accordance with appropriate standards |
| To put in place appropriate measures to ensure that children with disabilities, medical conditions, allergies, dietary requirements or other special needs are properly cared for and accommodated whilst at one of our centres | * Identity * Tuition * Medical * Ancillary * Safeguarding | * Consent – given at the time of submitting an enrolment form * Necessary for our legitimate interests * Necessary for the performance of a contract with you * In the substantial public interest to safeguard children | To safeguard children in our care and operate our business in accordance with appropriate standards |
| To allow individuals named on a submitted enrolment form to collect Students from centres by using a password | * Identity * Contact * Parent/Guardian * Ancillary * Safeguarding | * Consent – given at the time of submitting an enrolment form * Necessary for our legitimate interests * Necessary for the performance of a contract with you | To ensure the safety of Students and to operate our business in accordance with appropriate standards |
| To track Student progress and provide feedback to Students’ parents/guardians | * Identity * Contact * Profile * Parent/Guardian * Tuition * Educational * Assessment and Attainment | * Necessary for our legitimate interests * Necessary for the performance of a contract with you | To conduct our business and improve our services |
| To otherwise provide the Tuition Programmes to Students | * Identity * Contact * Tuition * Profile * Educational * Assessment and Attainment * Transactional | * Necessary for our legitimate interests * Necessary for the performance of a contract with you | To conduct our business and deliver the Tuition Programmes |
| To process and manage fees and charges on Student accounts | * Identity * Contact * Tuition * Financial * Transaction | * Necessary for our legitimate interests * Necessary for the performance of a contract with you | To conduct our business, process payments and recover debts due to us |
| To deal with and respond to queries submitted to us via our website, by post, email or by telephone | * Identity * Contact * Parent/Guardian * Profile * Marketing and Communications | * Consent – given at the time of contact * Necessary for our legitimate interests | To conduct our business and improve our services |

**Change of purpose**

We will only use your personal data for the purposes for which we originally collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we wish to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**If you fail to provide personal data**

Where we need to collect personal data from you in order to comply with our legal obligations or to perform a contract we have with you and you fail to provide that data

when requested, we may not be able to perform the relevant contract (for example, to provide you with services). In this case, we may have to cancel the relevant contract.

**Disclosure**

We may have to share your personal data with third parties, including third party service providers and other group companies.

We require third parties to respect the security of your data, keep it confidential, and to treat it in accordance with the law.

We will share your personal information with third parties where required by law, where it is necessary to perform a contract with you or where we have another legitimate interest in doing so.

We may share your personal data with the third parties set out below:

* If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any agreements, or to protect the rights, property or safety of the Megaminds business, Students or other third parties. This includes exchanging information with other companies and organisations for the purposes of child protection, fraud protection and credit risk reduction, with Social Services, the Police, the NHS, HM Revenue & Customs, regulators and other authorities where we are required to do so by law.
* Professional advisers, including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.

We require all our data processors to respect the security of your personal data and to treat it in accordance with the law. We do not allow our data processors to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions as set out in our data sharing agreements.

In some instances where we share data with third parties, such as Government departments and public bodies, those third parties will also be controllers of your data.

We shall not be responsible or liable for the way in which other data controllers hold or process your personal data. Please contact those third parties for further information regarding how they will use your data. We shall only share your personal data with third parties in accordance with this privacy policy.

**How we store your personal information**

Your information is securely stored in our records.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

We will typically retain your personal data so long as you (or your child, if you are a parent/guardian) are enrolled on one of our Tuition Programmes. We will also keep some of your data on file for a period afterwards (usually the duration of your academic cycle (ie for so long as you remain in education) or two years, if longer) in case you wish to re-enroll on a Tuition Programme or access your records (including your Contact, Identity, Profile, Education, Assessment and Attainment and Tuition Data). We will keep this under review and may periodically delete some of your personal data which we no longer require for the purposes set out in the table above.

In some circumstances we may be entitled to retain your data for a longer period in order to respond to you questions or complaints, to demonstrate we treated you fairly, to maintain records according to rules which apply to us and/or where we are under a legal obligation to do so, for example in the event of a legal dispute.

If you are under the age of 18 at the time of attending a Tutoring Programme, we may keep certain personal data relating to you until you reach the age of 24. This is because the period in which legal claims can be brought is longer for children than for adults. The type of information we would keep for this long for the purpose of establishing, exercising or defending legal claims will be limited, but would include your identity and contact data, together with attendance registers and accident records.

We shall have no liability to you for any deletion of your personal data in accordance with our retention policy.

**Your rights**

You have the following rights in respect of the personal data that we process about you (where we determine the purpose and means for which that personal data shall be processed):

* the right to request **access** to your personal data that we hold and to receive certain information relating to that data;
* the right to ask us to **rectify** inaccurate data or to complete incomplete data;
* the right to request the **erasure** of personal data where there is no good reason for us continuing to process it (note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request);
* the right to **object** to how we process your personal data where we believe we have a legitimate interest in processing it (as explained above) (note that in some cases we may demonstrate that we have compelling legitimate grounds to process your data which override your rights and freedoms);
* the right to **restrict** processing of your personal data in certain scenarios, for example if you want us to establish the accuracy of the data or you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it (note that when processing is restricted, we are allowed to retain sufficient information about you to ensure that the restriction is respected in future; and
* where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to **withdraw your consent** for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to,

unless we have another legitimate basis for doing so in law. If you withdraw your consent, we may not be able to provide certain services to you.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@megamindslearning.co.uk](mailto:info@megamindslearning.co.uk) or write to us at the following address:

Megaminds learning Centre,

Bump & Babes,

Bradford Road,

Keighley BD21 4AH, if you wish to make a request

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by writing to Megaminds Learning Centre, Bump & Babes, Bradford Road, Keighley, BD21 4AH

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>