**Confidentiality, Privacy and Data Retention Policy**

**Collecting information is an integral part of the service provided by the Maths Hub Liverpool. We take the personal information you supply us with extremely seriously. This policy statement sets out the steps that The Maths Hub Liverpool will take to respect and maintain your privacy and confidentiality and to comply with any applicable law and regulation regarding the personal information we collect from you.**

# Purpose and Scope

The purpose of this policy is:

* to be clear and open about our reasons for collecting your personal data;
* to outline the steps that will be taken to protect your personal data;
* to state how The Maths Hub Liverpool will comply with current legislation.

This policy will be reviewed and updated on an annual basis or earlier if there is a change in data protocols.

# What Data Will Be Collected?

Collecting data is an integral part of the service The Maths Hub Liverpool provides, whether we are assessing or tutoring an individual. The types of data collected include address and date of birth, but also sensitive personal information such as background history, assessment scores and notes.

# Why Is This Information Collected?

This information allows an assessor to obtain a complete and detailed picture of an individual’s difficulties with maths and to deliver tuition targeted to their needs.

# Will My Information Be Kept Confidential?

Any information given, either verbally or in writing, will be treated as confidential.

The Maths Hub Liverpool is registered with the Information Commissioner’s Office (ICO) and is aware of its responsibilities under General Data Protection Regulations (GDPR) and the Data Protection Act, 2018.

The information that you provide will be kept electronically in encrypted files or in a locked filing cabinet if paper-based. Information will be deleted or shredded once it is no longer required such as assessment scores, notes, background questionnaires.

# Will My Information Be Shared With Anyone?

Your information will not be discussed with anyone else, except those named on initial agreements.

Exceptions can be made where written permission has been given to speak to a named individual either as a one-off or an ongoing basis eg: a teacher, a SENCO or another tutor. If these permissions have been given, they can be withdrawn at any time and in that circumstance, no further communication will be made.

The Maths Hub Liverpool will, however, divulge confidential information to the relevant authorities if there appears to be a safeguarding issue that potentially affects an individual’s welfare and/or safety.