

General Data Protection Regulation (GDPR) and Privacy Policy

The Privacy Policy explains how your personal data may be processed and your rights according to UK General Data Protection Regulation and UK data protection legislation. This policy may be modified at any time without notice, and we reserve the right to do this.

1. Introduction

Applied Science Tutoring provides online personal tutoring and educational support to individual students, schools and colleges. We operate web and mobile based platforms that help tutees find a science tutor. We take privacy very seriously and are always committed to protecting it. Below we've set out information and rules which define what information we keep, how the information is used and how you can control it.

This privacy notice provides you with details of how we collect and process your personal data through your use of our site <https://www.appliedsciencetutoring.co.uk/>

By providing us with your data, you warrant to us that you are over 13 years of age. For tuition provided to students under 13 years of age, this consent is via a parent completing the request form.

Paula Messam is the data controller and we are responsible for your personal data (referred to as "we", "us" or "our" in this privacy notice).

Contact Details

Our full details are:

Full name of legal entity: **Paula Messam for Applied Science Tutoring**

Email address: **appliedsciencetutoring@outlook.com**

2. Information We Collect

We may collect and process the following data about you:

- Personal Identification Information - Name, email address, phone number, postal address, date of birth. This enables us to register you as a student and create your account.
- Educational Information: Academic records, subjects of interest, tutoring session details, progress reports.
- Communications within the site – this could be through messages with your tutors or any communications with Applied Science Tutoring such as bookings or requests.
- Payment Information - Billing and transaction information relating to payments for our services. Payments are processed securely by our third-party payment provider, Stripe. Applied Science Tutoring does not collect or store full credit or debit card details.
- Usage Data: IP address, browser type, operating system, pages visited, session duration.

We may also collect information about:

- What sort of tutoring support you need
- Your availability
- School exam boards being studied

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3. How we collect your personal data

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us emails). We may automatically collect certain data from you as you use our website by using cookies and similar technologies.

4. Lawful Basis for Using Your Information

Under UK data protection law, we must have a lawful basis for collecting and using your personal information. Depending on the purpose for which we use your information, we may rely on the following lawful bases:

- **Contract:** Where processing your information is necessary to provide tutoring services, manage bookings, communicate with you about tuition and process payments.
- **Legitimate Interests:** Where it is necessary for the effective administration and operation of Applied Science Tutoring, including maintaining our services, supporting students, preventing fraud, maintaining network and information security and managing our business. We will only rely on legitimate interests where these interests do not override your rights and freedoms.
- **Legal Obligation:** Where we are required to retain or process information to comply with legal, regulatory, safeguarding, tax or accounting obligations.
- **Consent:** Where we specifically ask for your consent, for example for certain optional marketing activities or the use of non-essential cookies. Where we rely on consent, you may withdraw it at any time.

Collecting and processing personal information is essential for us to:

- Access the site and your account
- Communicate with your tutor
- Allow for payment of services
- Monitor progress so we can provide support
- Conduct fraud prevention checks
- Ensure network security
- Provide administrative and IT services
- Form a contract with you
- Ensure child protection

Tutees' profiles will display only their first name by default; surnames and contact information, such as phone numbers or email addresses, will not be shown. Users can customise their profiles when required.

As a user of the site, you acknowledge that email messages sent over the internet are not encrypted and are not secure. Despite our best efforts to protect your personal information, we cannot ensure the safety and security of any information you send to us via our online platform or email. Applied Science Tutoring cannot be liable for any breaches of confidentiality as a result of the use of email and this is transmitted at your own risk.

Use of Cookies

We use essential cookies that are necessary for our website to function correctly. We may also use analytics, functional and marketing cookies to help us understand how visitors use our website and to improve our services. Where consent is required, these cookies will only be used after you have made your choice through our cookie consent banner. You can reject non-essential cookies or change your cookie preferences at any time using the cookie settings available on our website.

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5. Data Sharing

We do not sell or rent your personal data to third parties. However, we may share your information with the following:

- Tutors: To facilitate your tutoring sessions.
- Service Providers: Third-party companies that provide services on our behalf, such as payment processing and IT support.
- Legal Authorities. When required by law or to protect our rights and interests.

External Sites

Some pages on Applied Science Tutoring may contain links to external websites (third-party websites) that are not part of Applied Science Tutoring. We are not responsible for the content of these external sites. While we are selective about the sites we link to, they are beyond our control and may contain unsuitable content or have privacy policies that differ from ours. If you are concerned, please review their policies. All pages on Applied Science Tutoring feature our familiar logo and menu system; if a site lacks this layout, you have likely followed a link to an external website.

How your data is shared

At Applied Science Tutoring, we use third-party solutions only when necessary for our business. We partner with select companies:

- Stripe - Online payment provider
- Google / Google LLC (USA) - Provides traffic analytics for our website.
- Tutorbird / Port 443 Inc.- Provides services to support our tutee management systems.
- Lessonspace/ Lessonspace, Inc. - Provides services to support our online whiteboard.
- Wix / Wix.com, Inc– Hosting platform for our website.

Your data may be shared with these companies to ensure we can develop and maintain our services. Some of the third-party service providers we use may process or store personal information outside the UK. Where personal information is transferred outside the UK, we take appropriate steps to ensure that it continues to receive an appropriate level of protection in accordance with UK data protection law. Where required, this may include relying on applicable UK adequacy regulations or appropriate contractual safeguards.

Payments

We use Stripe, a third-party payment provider, to process payments for our services. Applied Science Tutoring does not collect or store full credit or debit card details. Where a customer chooses to save a payment method for future payments, this is securely managed by Stripe. Stripe's use of personal information is governed by its own privacy policy.

6. Data retention

We may store the following additional information depending on which parts of the site are accessed:

- Feedback received by tutors from students
- All correspondence with students/tutors through our internal messaging system
- Online tutoring sessions: Applied Science Tutoring does not record or retain audio or video recordings of tutoring sessions

We retain personal data only for as long as is reasonably necessary for the purpose for which it was collected, including providing and administering tuition, maintaining appropriate safeguarding records, managing our financial and accounting obligations, and meeting any legal or regulatory requirements. The length of time

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information is retained will depend on the type of information and the reason we hold it. We periodically review the personal data we retain and, when it is no longer required, it will be securely deleted or anonymised.

7. Your General Rights as a Data Subject

Under GDPR, you have important rights to protect your personal data. You can exercise these rights by contacting us through our contact form. Here is a summary of those rights:

- **Right of Access** - You have the right to request a copy of the information we hold about you. If you want to know more about the data we hold, please contact us. Applied Science Tutoring recognizes your right to access the personal information/data we maintain about you. You can seek access to, correct, amend, or delete inaccurate data by contacting us.
- **Right of Rectification** - You have the right to ask us to correct any inaccurate or incomplete data we hold about you.
- **Right to Be Forgotten** - You can request that we erase the data we hold about you when there is no longer a good reason for us to process it.
- **Right to Restriction of Processing** - Under certain conditions, you have the right to restrict the processing of your data.
- **Right to Object** - You have the right to object to certain types of processing, such as direct marketing.
- **Right of Portability** - In certain circumstances, you have the right to have the data we hold about you transferred to another organization.

8. Contact and Data Protection Complaints

If you have any questions or concerns about this Privacy Policy or the way we collect, use or protect your personal information, please contact us using the contact details provided in this policy.

If you wish to make a complaint about the way we have handled your personal information, you can contact us at appliedsciencetutoring@outlook.com. We will acknowledge a data protection complaint within 30 days, investigate it appropriately and communicate the outcome to you.

You also have the right to raise a concern or make a complaint to the **Information Commissioner's Office (ICO)**, the UK regulator for data protection. This does not affect any of your other legal rights.

If we make significant changes to this Privacy Policy, we will update this document and its "last updated" date accordingly.

Last updated Wednesday, 12 August 2026