

## PRIVACY POLICY

**Your Specialist Teacher Limited** Company Number: 16997681

**Effective Date:** 04 February 2026

**Last Reviewed:** 04 February 2026

### 1. Introduction

**Your Specialist Teacher Limited** (hereinafter referred to as "The Company," "We," "Us," or "Our") is committed to protecting the privacy and personal data of our clients, their children/learners, and any other individuals we interact with.

This Privacy Policy explains how we collect, use, store, and share your personal data, and outlines your rights under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

**Your Specialist Teacher Limited** is the **Data Controller** responsible for your personal data.

#### Our Contact Details:

- **Company Name:** Your Specialist Teacher Limited
- **Director:** Jamie Evans
- **Email:** jamie@yourspecialistteacher.com
- **Phone:** 07440 160004
- **ICO Registration Number:** *Registration Submitted - Pending* [ZCO89226](#)

### 2. The Data We Collect About You

We may collect, use, store, and transfer different kinds of personal data about you, which we have grouped together as follows:

- **Identity Data:** Names (e.g., of children/learners, parents, school staff), date of birth, gender.
- **Contact Data:** Billing address, home address, school/nursery address, email address, telephone numbers.
- **Service Data:** Information relating to the specialist support provided, including:

- Observation notes (learning styles, engagement, interactions).
- Meeting notes (discussions with parents/staff).
- Reports (targets, recommendations, strategies).
- Session records (dates, times, attendance).
- **Financial Data:** Bank details for payments and payment history.
- **Special Category Data:** We process sensitive data strictly necessary for educational support, including:
  - **Health Data:** Information on physical/mental health, disabilities, or specific learning needs (SEND).
  - **Safeguarding Data:** Information relevant to the safety and welfare of the child.

### 3. How We Collect Your Data

- **Direct Interactions:** You provide data when you fill in forms (e.g., *Parental Partnership Form*), email us, or speak to us during visits.
- **Third Parties (Schools/Settings):** We receive data from schools/nurseries when they commission us under their statutory "**Public Task**" to support a child's education.
- **Other Professionals:** We may receive reports from Educational Psychologists, Therapists, or Local Authorities to ensure joined-up support.

### 4. How and Why We Use Your Data (Lawful Basis)

We will only use your personal data when the law allows us to. Most commonly, we use the following legal bases:

Purpose/Activity	Type of Data	Lawful Basis for Processing
To provide specialist teaching services <b>(observations, reports, advice)</b>	Identity, Contact, Service, Special Category	<p><b>Contract:</b> To fulfil our agreement with you.</p> <p><b>Public Task:</b> When commissioned by a school.</p> <p><b>Explicit Consent:</b> For processing Special Category</p>

		(Health/SEN) data where required.
To manage payments & accounts	Identity, Financial, Contact	<b>Contract:</b> To process fees. <b>Legal Obligation:</b> For tax/HMRC records.
To communicate with you	Identity, Contact	<b>Legitimate Interest:</b> To ensure effective service delivery.
Safeguarding	Identity, Special Category	<b>Legal Obligation &amp; Substantial Public Interest:</b> To protect children from harm.
Therapy Dog Visits	Identity, Health (e.g., allergies)	<b>Contract &amp; Explicit Consent:</b> To ensure safety during animal-assisted interventions.

## 5. How We Share Your Personal Data

We do not sell your data. We may share data with:

- **Schools/Nurseries:** To ensure the strategies we recommend are implemented in the classroom.
- **Parents/Guardians:** To keep families fully informed of their child's progress.
- **Other Professionals:** (e.g., Speech Therapists, Paediatricians) – Only with your **explicit consent** or where necessary for the child's educational needs.
- **Professional Advisers:** Accountants, insurers, and legal teams (for business administration).
- **Legal Authorities:** If required by law (e.g., a Safeguarding disclosure).

## 6. Data Security & Retention

- **Security:** We have put in place appropriate security measures to prevent your personal data from being lost, used, or accessed in an unauthorised way. Access is limited to employees and contractors who have a business need to know (e.g., Associates), all of whom are subject to a duty of confidentiality.

- **Retention:** We retain client and service records for **7 years** after the last engagement to comply with insurance and tax obligations. Safeguarding records are retained in line with statutory guidance.

## 7. Your Legal Rights

Under the UK GDPR, you have the right to:

- **Request access** to your personal data (Subject Access Request).
- **Request correction** of incorrect data.
- **Request erasure** of your data (where legally permissible).
- **Withdraw consent** at any time (where we rely on consent).

To exercise any of these rights, please contact **Jamie Evans** at **[jamie@yourspecialistteacher.com](mailto:jamie@yourspecialistteacher.com)**. We aim to respond to all legitimate requests within one month.

## 8. Complaints

If you have concerns about how we handle your data, please contact us first so we can resolve it.

You also have the right to complain to the **Information Commissioner's Office (ICO)** ([www.ico.org.uk](http://www.ico.org.uk)).

## 9. Contact Us

### **Your Specialist Teacher Limited**

**Email:** [jamie@yourspecialistteacher.com](mailto:jamie@yourspecialistteacher.com)

**Phone:** 07440 160004

**Address:** 9 Chart Close, Faversham, Kent, ME13 7SE