



PRIVACY POLICY

Last Updated: [01.11.2025]

Propel Learning is committed to protecting the privacy and personal data of all students, parents, staff, and website visitors. This Privacy Policy explains how we collect, use, store, and protect your information in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

1. Who We Are

Propel Learning ("we", "us", "our") is an Ofsted-registered education provider based in Tottenham, London.

We act as the Data Controller responsible for how your personal information is used.

For enquiries, contact us at:

Email: **info@propellearning.co.uk**

Phone: **+44 7459 577179**

Address: **449 West Green Road, Tottenham London N15 3PL**

2. Information We Collect

We may collect the following personal data:

For Students

- Full name, date of birth, and gender
- School information
- Academic records and progress reports
- Medical or learning needs (where relevant and provided with consent)
- Attendance information

For Parents/Guardians

- Name and contact details (phone, email, address)
- Emergency contact information
- Billing and payment details

For Staff & Tutors

- Employment records
- DBS checks
- Qualifications

Website & Digital Services

- IP address and device information
- Cookies and usage data (for analytics)

3. How We Use Your Information

We use personal data to:

- Provide tuition and educational services
- Communicating with parents and guardians
- Monitor progress and personalise learning
- Maintain safety and safeguarding standards
- Process payments and invoices
- Comply with legal obligations (e.g., Ofsted, safeguarding)
- Improve our website and user experience

We only collect data necessary to provide our services effectively.

4. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Contract:** To provide tuition or enrolment services
- **Legal Obligation:** Compliance with Ofsted, safeguarding, and regulatory requirements
- **Consent:** For optional data, activities, or marketing communications
- **Legitimate Interest:** For improving services and operational management

5. Sharing Your Information

We only share information when necessary and lawful. This may include:

- Schools, examination boards (OCR, AQA, Edexcel)
- Local authorities and safeguarding agencies
- Ofsted
- Payment processors
- IT and service providers supporting our systems

We never sell personal data to third parties.

6. Data Storage & Security

We use secure systems and encryption to protect your information.

Data is stored on secure servers and only accessed by authorised staff.

7. How Long We Keep Your Data

We keep personal data only as long as necessary:

- Student records: up to 7 years after leaving
- Financial records: 6 years (HMRC requirement)
- Safeguarding records: as required by law

After this, data is securely deleted or anonymised.

8. Your Rights Under GDPR

You have the right to:

- Access the personal data we hold
- Request corrections or updates
- Request deletion (where legally applicable)
- Restrict processing
- Object to certain uses
- Transfer data (data portability)
- Withdraw consent at any time

To exercise these rights, contact us using the details above.

9. Cookies & Website Tracking

Our website may use cookies to improve your browsing experience. You can manage or disable cookies through your browser settings.

10. Safeguarding & Confidentiality

In cases where a child may be at risk of harm, safeguarding laws require us to share relevant information with external agencies—even without consent.

We only do this when legally required.

11. Changes to This Privacy Policy

We may update this policy occasionally.

The latest version will always be available on our website.