

Privacy Policy for Self-Employed Teachers Providing Private Lessons

1. Collection of Personal Information:

- Types of personal information collected from clients (e.g., name, contact information).
- Purpose of collecting personal information (e.g., scheduling lessons, maintaining records).

Swim at Home Ltd is now officially registered with the ICO for data storage and data protection compliance.

2. Use of Personal Information:

- How personal information is used (e.g., scheduling, communication).
- Assurance that personal information will not be shared with third parties without consent, except as required by law.

3. Security Measures:

- Description of security measures in place to protect personal information from unauthorized access or disclosure.

4. Retention of Personal Information:

- How long personal information is retained and the criteria used for determining retention periods.

5. Client Rights:

- Explanation of clients' rights regarding their personal information, including the right to access, correct, or delete their data.

6. Contact Information:

- Contact details for the teacher for any inquiries or requests regarding the privacy policy.

7. Updates to the Policy:

- Statement indicating that the privacy policy may be updated periodically, with the date of the last update provided.

8. Acceptance:

- Client acknowledgment and acceptance of the privacy policy.