

Monarch Tutors Ltd Privacy Policy for Tutors

Last Updated: August 2025

WE WILL RESPECT YOUR PRIVACY AND YOUR CHOICES.

Monarch Tutors Ltd is a Private Limited Company registered in England and Wales.

Headquartered in London, United Kingdom

Further information can be found at www.monarchtutors.com

1. Who Are We?

Monarch Tutors Ltd ("Monarch Tutors") is a private tuition agency and education consultancy. We advise clients on educational matters and introduce tutors to clients for long- and short-term placements. We are a Data Controller as defined in the UK GDPR.

As a Data Controller, Monarch Tutors is responsible for the data that you share with us. Monarch Tutors adheres to the UK GDPR and Data Protection Act 2018.

2. Contact Details

You can contact Monarch Tutors at any time to:

- Request access to the information that Monarch Tutors has about you
- Correct any information that Monarch Tutors has about you
- Delete all information that Monarch Tutors has about you (subject to our legal obligations to maintain certain data for statutory purposes e.g. tax reporting, safeguarding records)
- Unsubscribe from our mailing list

Please contact Monarch Tutors on contact@monarchtutors.com.

3. Access to Information

You have the right to access all the information we have about you by asking to view a copy of the data we process about you. We will fulfil this request by sending you the information electronically unless your request expressly specifies a different method.

4. Information Correction and Personal Data

If you believe any information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. If at any point you wish us to delete the information we have about you, please contact contact@monarchtutors.com

5. Intended Use of Personal Data

In order to represent you as a tutor, introduce you to clients and provide administrative support and billing services, an employee of Monarch Tutors will collect your personal data. We may collect data which you offer to us in the CV you submit to us, during your interview and trial session, on your Profile Form, and in phone calls, emails, online forms and messages which you send to us via apps or social media.

This may include (but is not limited to): your contact details, home address, name, date of birth, nationality and visa status, information related to your educational background, qualifications, employment history, experience, interests, special educational needs, health and bank details.

Since the majority of tutors will work with children, we will require you to consent to obtaining and presenting us with an up-to-date DBS check (enhanced disclosure) for safeguarding purposes. We will not store your DBS check (enhanced disclosure) on our computer system but we will keep a record of its issue date and certificate

number. We will not share the contents of your DBS check (enhanced disclosure) with any third parties without your specific consent.

6. Who Can Access Your Personal Data

Your personal data may be accessed by the employees of Monarch Tutors in order to match you to clients, introduce you to clients, advertise tuition placements, advise on the delivery of tuition services or consultancy, and for business administration, legal compliance, obtaining feedback, insight and analysis and marketing communications.

Your personal data may be passed on to clients with the specific purpose of introducing you in order that you can provide tuition or consultancy services. By agreeing to be represented by Monarch Tutors and by providing your personal data, which may include sensitive information, you are giving us consent to share the information with clients as and when required.

We rely on third party organisations to provide applications/functionality, data processing, marketing or IT services to us. We only provide them with the information they need to fulfil the service, and we require that they do not use your personal data for any other purpose. We may also share personal data with third party organisations such as lawyers, accountants and other professional advisers.

We always use our best efforts to make sure that all third parties we work with will keep your personal data secure and comply with UK GDPR regulations. All data collected by Monarch Tutors is stored exclusively in secure hosting services.

We may disclose your data to third parties if we are under a duty to comply with a legal obligation, or in order to enforce or apply our terms of service or other terms and conditions you have agreed to, or to protect the rights or safety of Monarch Tutors, our clients, or students.

We may disclose your information to third parties in the event that we sell any or part of our business or assets. In such cases, your personal data will be processed by the buyer acting as the new data controller and its privacy policy will govern the processing of your personal data.

Where Monarch Tutors transfers personal data outside of the UK, this will be done in a secure and lawful way. As some countries may not have laws governing the use and transfer of personal data, we will take steps to make sure that third parties adhere to the commitments set out in this Privacy Policy. These steps may include reviewing third parties' privacy and security standards and entering into appropriate contracts.

7. How Long Will We Keep Your Personal Data?

We will keep your personal data for as long as we need to represent you as a tutor or to meet our commercial or legal obligations. We may contact you periodically to update your personal data. To determine the retention period of your personal data, we consider several criteria to make sure that we do not keep your personal data for longer than is necessary or appropriate. These criteria include:

- The purpose for which we hold your personal data;
- Our legal and regulatory obligations in relation to that personal data, for example any financial reporting obligations or safeguarding requirements;
- Whether our relationship with you is ongoing: for example, whether you are still interested in hearing about tuition placements now or in future and whether you still wish to continue to receive marketing communications related to events and updates. Tutors regularly return to Monarch Tutors after a break, therefore in most cases we keep their data securely on file until the tutor contacts us to say they wish to be deleted;
- Any specific requests from you in relation to the deletion of your personal data.

Please note: Certain safeguarding-related records may be retained for statutory periods even if you request deletion of other personal data, in accordance with our legal obligations to protect students.

8. Our Privacy Promises

- We will respect your privacy and your choices.
- We will only use your personal data for the purposes outlined in this policy.
- We will maintain the confidentiality of your DBS information and other sensitive data.
- We will keep your personal data secure and only share it with trusted parties as outlined in this policy.
- We will respond promptly to any requests regarding your personal data.
- We will regularly review and update our privacy practices to ensure continued compliance with data protection laws.
- We will maintain appropriate safeguarding standards when representing you to clients, particularly for placements involving students under 18.