

PRIVACY POLICY

This policy provides you with the details of how any personal data we collect from our website will be processed.

Information from the user

We may collect the following aspects of data about you:

- 1) Comments (Name, Town/City, Email Address, Phone Number, Date of Birth, School, Subject and Message) - when you comment, the data is stored on our server. Your data may also be sent in emails to administrators of this site.
- 2) Analytics - we use analytics to tell how many people visit the website and how often they visit.

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about our services or make an enquiry.

How is your information used?

We may use your information to:

- 1) Contact you back regarding an enquiry
- 2) Send you communications which you have requested and that may be of interest to you.

Who has access to your information?

- 1) We will not sell or rent your information to third parties.
- 2) We will not share your information with third parties for marketing purposes.
- 3) The administrator of this website only has access to this information.

Your choices

You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to:

- 1) The payment of a fee (currently fixed at GBP 10); and
- 2) The supply of your email address and appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).
- 3) You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

How long we keep your information for

How long we keep your information will depend on the purpose for which we use it. We will only retain your information for as long as is necessary for those purposes.

Amendments

- 1) We may update this policy from time to time by publishing a new version on our website.
- 2) You should check this page occasionally to ensure you are happy with any changes to this policy.

Our details

This website is owned and operated by **A STAR TUITION –UK LIMITED**.

We are registered in England and Wales under registration number **11758105**, and our registered office is at **13 Guilford Street, Brierfield, Lancashire, United Kingdom, BB9 5LH**

You can contact us:

- a) Using our website contact form
- b) By telephone, on **0330 229 1488**

c) By email, at info@astartuition.co.uk

Data protection officer

Our data protection officer's contact details are: **Mohammad Usman Sadiq – 0330 229 1488**