

## **Privacy Policy**

### **Overview**

m2r Education (“we” or “us”) is committed to data protection and data privacy.

We have undertaken a review on the way we handle data and the way in which we use it to provide our services and manage business operations. We hold personal data on all our tutors to meet legal obligations and to perform vital internal functions. This notice details the personal data we may retain, process and share with third parties relating to your tutoring contract and vital business operations.

We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

### **GDPR**

The General Data Protection Regulation (GDPR) is a regulation which replaces the Data Protection Regulation. The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate. Even though the UK has left the EU, the GDPR is applicable in the UK. Furthermore, the Information Commissioner's Office (ICO) has confirmed that it will continue with a similar level of regulation.

This website is owned by m2r Ltd and the policy below lays out how GDPR applies to the way m2r Ltd handles your personal data. Our aim is to be responsible, relevant and secure when using your data. m2r Ltd is an international education services company and the purpose of this website is to provide recruitment, tutoring and training services to you, your school or company. Our expectation is that individuals giving consent share these aims and objectives. If this is not your expectation, please do not complete the contact us form.

Please take a moment to read through what information we collect, who we share it with and how they might use it.

### **Introduction**

We have issued this notice to describe how we handle personal information that we hold about our contracted tutors and applicants (collectively referred to as "you"). For the purposes of this notice, the term "tutors" includes those who work on a non-permanent basis, including temporary and contract workers, independent contractors, consultants, professional advisors, trainers, work experience/placement students and secondees. “Applicants” refers to those who are seeking part time or full time employment and will be solely employed by the hiring company that we introduce you to. “Learners” refers to those who are seeking to develop either their teaching or English language skills by purchasing a course from us.

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. This notice sets out the personal data that we collect and process about you, the purposes of the processing and the rights that you have in connection with it.

If you are in any doubt regarding this notice, please contact Munir Mamujee  
[munir@m2reducation.com](mailto:munir@m2reducation.com)

### **Who controls my personal data?**

- The Data Controller is m2r Ltd. It is Registered in the UK Company Number 4152824 at Langham House, 128 Westgate, Wakefield, WF2 9SR, W.Yorks, UK
- The Data Controller's representative is the Managing Director
- You can contact them at [datacontroller@m2reducation.com](mailto:datacontroller@m2reducation.com)
- You can call them on 0044 1924 201973
- m2r Limited is registered as a Data Controller with the Information Commissioner's Office Certificate Number Z5625312

### **What is the purpose and legal basis of the processing?**

- At m2r Ltd we will rely on your 'consent' to process personal data. This is defined by the new General Data Protection Regulation (GDPR) standard of 'consent' as it's legal basis for processing personal data.
- GDPR defines consent as 'any freely given, specific, informed and unambiguous indication of the data subjects' (i.e. you) wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her'
- If you are applying for a part time or full time role an applicant, then we collect and use this personal data for recruitment purposes – in particular, to determine your suitability for a specific role. This includes assessing your skills, qualifications and verifying your information, carrying out reference checks or background checks (where necessary) and to generally manage the hiring process and communicate with you about it. If you are accepted for a role with us, the data collected during the recruitment process will form part of your ongoing employee record.
- If you are contacting us to become an m2r Education tutor, we collect and process personal data relating to our tutors to comply with our legal obligations. We take the security of your data seriously and are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Once you become an m2r Education tutor, we collect and use this personal information for managing our employment or working relationship with you – for example, your employment records and contract information (so we can manage our relationship with you), your bank account and salary details (so we can pay you) and details of your spouse and dependents (for emergency contact and benefits purposes).
- If you are completing one of our online forms or submitting personal or student data on behalf of you or your child / school / LA for tuition purposes, you understand and accept this as a valid legal basis for processing data in connection with helping to improve school grades.
- If you are wishing to purchase a teacher training or English language course for yourself or your organisation then we will collect and use this personal data to ensure that we are able to provide you with the appropriate learning material and information.
- Your data will not be shared with any third parties without your prior knowledge.

Where we process special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities

monitoring. Data that we use for these purposes is anonymised or is only collected with the express consent of employees, which can be withdrawn at any time. We have policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed without authorisation and only accessed or used for specific legal purposes.

#### **What data will the Controller collect and process?**

- The categories of personal data are your name, your email address and your mobile phone number, unless specified above. If you are contacting us from a school or another education company, we will also require your job title, office landline number and organisation name.
- The categories of personal student data are first name and data regarding current and expected grades and / or outcomes. An email address will only be required if the tutor needs to share any lesson related material or links (if the lesson is conducted online) and only with consent by the parent / guardian / school or LA .
- All data, including student data, is stored securely on Microsoft SharePoint. This is encrypted and password protected.

#### **Who will have access to the data?**

- The recipients of your personal data are employees and contracted Tutors of m2r Ltd who require your data in order to provide recruitment, tutoring and / or training services.
- Student data will only be shared with tutors and only with written permission from the school / LA / parent or guardian etc and only if deemed relevant. If it is shared it would be at the start of a tutoring assignment and will only relate to data needed for lesson planning and to ensure outcomes are met.

#### **Will the data leave the UK? If so, what safeguarding measures are in place?**

- m2r Ltd will send data outside of the UK if the Applicant or assigned Tutor resides outside of the country. By agreeing to work with us, you agree that we may have to send your personal data outside of the UK for specific work purposes.

#### **How long will the data be kept for?**

- We will keep your personal data until you ask us to remove. You may wish to hear about new courses or wish to be kept in touch with regarding offers. These are the only reasons why we keep your data.
- Student data will be kept until the student finishes the tutoring programme.
- The data subject has the right to change their mind and withdraw consent at any point.
- All data will be deleted from MS SharePoint plus any associated backups. Confirmation of this can also be provided.

#### **What are my rights?**

m2r Ltd confirms the following rights to each Data Subject:

- The right to be informed
- The right of access

- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

If you wish to exercise any of these rights please email [datacontroller@m2reducation.com](mailto:datacontroller@m2reducation.com)

### **Issues and complaints**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This notice was drafted with clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office in their capacity as the statutory body which oversees data protection law – [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

**Updates to this notice** This notice may be updated periodically to reflect any necessary changes in our privacy practices. In such cases, we will inform you by email and by updating this document. We encourage you to check this notice periodically to be aware of the most recent version.

**Contact details** Please address any questions or requests relating to this notice to Munir Mamujee – [munir@m2reducation.com](mailto:munir@m2reducation.com)