

## **Privacy Policy**

This website respects your privacy and is committed to protecting any personal information you provide.

### **Information I Collect**

If you contact me through the website contact form, I may collect the following information:

- Your name
- Your email address
- Any message or information you choose to include in your enquiry

This information is used only to respond to your enquiry and communicate about English lessons.

### **How Your Information Is Used**

Your personal information will only be used for:

- Responding to enquiries
- Communicating about lessons
- Organising teaching materials or coursework if you become a student

Your information will **never be sold, shared, or provided to third parties** for marketing or commercial purposes.

### **Storage of Information**

Information sent through the contact form will be received via email and stored securely. Reasonable steps are taken to protect personal information from unauthorised access.

### **Online Teaching Platforms**

Lessons may take place using online platforms such as Google Classroom or other agreed tools. These services may process personal information according to their own privacy policies.

### **Your Rights**

Under UK data protection law, you have the right to request access to or deletion of your personal information. If you would like your information removed, please contact me and it will be deleted where possible.

### **Contact**

If you have any questions about this privacy policy or your personal information, please contact me via the website.