

GDPR & Data Protection Policy

Lauren Feeley Learning

Version 1.0

Last updated: 13 July 2026

1. Policy Statement

Lauren Feeley Learning is committed to protecting the personal information of children, parents, carers and all individuals who engage with the business.

This policy explains how personal information is managed throughout the business and demonstrates our commitment to meeting the requirements of the UK General Data Protection Regulation (UK GDPR), the EU General Data Protection Regulation (EU GDPR) and applicable French data protection legislation.

As an independent education provider, I recognise that families trust me with sensitive information. That trust is taken seriously, and every effort is made to ensure information is handled lawfully, fairly, securely and respectfully.

2. Scope

This policy applies to:

- Parents and carers
- Learners
- Prospective clients
- Website enquiries
- Discovery calls
- Current clients
- Former clients
- Business records

It covers all personal information collected by Lauren Feeley Learning, whether electronically or in paper format.

3. Data Protection Principles

Lauren Feeley Learning follows the seven principles of GDPR.

Personal information will be:

- Processed lawfully, fairly and transparently.
- Collected only for specified and legitimate purposes.
- Limited to what is necessary.
- Kept accurate and up to date.
- Retained only for as long as necessary.
- Stored securely.
- Managed responsibly and with accountability.

4. Types of Information Held

Depending on the services provided, records may include:

Parent Information

- Names
- Contact details
- Billing information
- Communication records

Learner Information

- Name
- Age
- School year
- Educational background
- Learning needs
- SEND information (where relevant)
- Lesson attendance
- Progress notes

Business Information

- Invoices
- Payment records

- Contracts
- Getting to Know You call bookings
- Website enquiries

Safeguarding Information

Where necessary, safeguarding records may also be maintained separately and securely.

5. Lawful Basis for Processing

Lauren Feeley Learning processes information using one or more of the following lawful bases:

- Contract
- Legitimate Interests
- Legal Obligation
- Consent
- Vital Interests (where safeguarding requires)

6. Data Accuracy

Reasonable steps are taken to ensure information remains accurate.

Parents are encouraged to notify Lauren Feeley Learning if:

- contact details change
- emergency contacts change
- medical or educational information changes
- circumstances affecting learning change

7. Storage & Security

Information is stored securely using a combination of encrypted cloud-based systems and password-protected devices.

Measures include:

- Strong passwords

- Two-factor authentication where available
- Secure Google Workspace accounts
- Secure Wix platform
- Restricted access
- Automatic software updates
- Antivirus protection

Paper documents, where used, are stored securely.

8. Data Sharing

Information is shared only where necessary.

This may include:

- Wix
- Google Workspace
- Google Meet
- Google Calendar
- Professional advisers
- Accountants
- Payment providers
- Safeguarding authorities
- Emergency services
- Legal authorities where required

Lauren Feeley Learning never sells personal information.

9. International Data Transfers

As Lauren Feeley Learning supports families in different countries, some information may be transferred internationally through trusted service providers such as Google.

Where this happens, appropriate safeguards will be in place in accordance with applicable data protection legislation.

10. Data Retention

Records are only kept for as long as necessary.

This includes:

Record	Retention
General enquiries	Up to 3 years
Client records	In accordance with French legal requirements
Financial records	As required by French tax legislation
Safeguarding records	As required by safeguarding guidance

Records are securely destroyed when no longer required.

11. Individual Rights

Individuals have the right to:

- Access their information.
- Correct inaccurate information.
- Request deletion where appropriate.
- Restrict processing.
- Object to processing.
- Receive a copy of their information.
- Withdraw consent.

Requests should normally be responded to within one month.

12. Data Breaches

If a personal data breach occurs, Lauren Feeley Learning will:

1. Assess the breach immediately.
2. Take steps to minimise any risk.
3. Record the incident.
4. Notify the appropriate supervisory authority where legally required.
5. Inform affected individuals where necessary.
6. Review procedures to prevent recurrence.

13. Staff Responsibility

As Lauren Feeley Learning is currently operated solely by Lauren Feeley, responsibility for data protection rests with the business owner.

Should the business expand in the future, all staff or associates will be expected to comply with this policy.

14. Third-Party Providers

Lauren Feeley Learning currently uses trusted providers including:

- Wix
- Google Workspace
- Google Calendar
- Google Meet

These providers maintain their own privacy and security policies.

15. Policy Review

This policy will be reviewed annually or sooner if:

- legislation changes

- business systems change
- new software is introduced
- a significant data breach occurs

Contact

Lauren Feeley Learning

Lauren Feeley (Entrepreneur Individuel)

 hello@laurenfeeleylearning.com

Lauren Feeley Learning

GDPR & Data Protection Policy

Version 1.0 | **Approved by:** Lauren Feeley | **Next Review:** July 2027