

Safeguarding Training & Induction Policy

Policy Owner: Joe Robinson

Contact: joe@robinson tuition.com

Review cycle: Annually

1. Purpose

Robinson Tuition retains personal data only for as long as necessary to:

- Deliver tuition services
- Meet safeguarding obligations
- Comply with legal requirements
- Resolve disputes

Data is disposed of securely when no longer required.

2. Categories of Data and Retention Periods

2.1 Student Records

- Retained during active engagement
- Safeguarding records retained in line with safeguarding best practice
- Reviewed periodically for continued necessity

2.2 Tutor Records

- Retained during engagement
- Recruitment and safeguarding records retained for an appropriate period after engagement ends

2.3 Financial Records

- Retained in accordance with HMRC requirements
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3. Secure Storage

Data is stored:

- In secure digital systems
- With restricted access
- Using password protection

Sensitive safeguarding information is access-limited.

4. Secure Disposal

When data is no longer required:

- Digital files are permanently deleted
- Paper records are securely destroyed

- Devices are wiped before disposal
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5. Review and Oversight

The DSL reviews retained data periodically to ensure compliance and necessity.