

API Horizons

GDPR & Data Protection Policy

Version: 1.0

Effective Date: 10 August 2026

Review Date: August 2027

GDPR & Data Protection Policy

1. Policy Statement

API Horizons is committed to protecting the privacy and personal data of all clients, students, parents, schools, and business partners.

We process personal information fairly, lawfully and transparently in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (where applicable)

Data protection is fundamental to maintaining the trust of our students, families and partner organisations.

2. Scope

This policy applies to all personal data processed by API Horizons, including information relating to:

- Prospective students
- Current students
- Parents and guardians
- Adult learners
- Schools
- Educational partners
- Suppliers
- Contractors
- Website enquiries

3. Data Controller

API Horizons is the Data Controller for the personal information collected in connection with tutoring and consultancy services.

Contact:

API Horizons

Email: apihorizons@gmail.com

Website: www.apihorizons.co.uk

4. Information We Collect

Depending on the services provided, we may collect:

Personal details

- Name
- Address
- Email address
- Telephone number

Student information

- School
- Year group
- Academic subjects
- Examination boards
- Predicted grades
- Learning goals
- Lesson notes
- Progress records

Parent or Guardian Information

- Contact details
- Emergency contact details

- Billing information

Consultancy Clients

- School contact details
- Staff names
- Business correspondence

Website Information

When visitors use our website we may collect:

- IP address
 - Browser information
 - Cookies (where applicable)
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5. Special Category Data

API Horizons will only collect special category data where necessary and with an appropriate lawful basis.

Examples may include:

- Medical conditions affecting learning
- Accessibility requirements
- SEND information
- Allergies (where relevant to educational visits)

This information will only be used to support the learner appropriately.

6. Why We Process Personal Data

Personal information is processed in order to:

- Arrange tutoring sessions
- Deliver educational services
- Monitor academic progress
- Communicate with parents and students
- Arrange consultancy projects

- Process payments
- Meet safeguarding obligations
- Comply with legal requirements

We do not sell personal data.

7. Lawful Basis for Processing

API Horizons relies on one or more of the following lawful bases:

Contract

To deliver tutoring and consultancy services.

Legitimate Interests

To communicate with clients, improve services and maintain educational records.

Legal Obligation

To comply with tax, safeguarding and regulatory requirements.

Consent

Where consent is required (for example marketing emails or photographs).

Consent may be withdrawn at any time.

8. Data Sharing

Personal information will only be shared where necessary.

This may include:

- Parents or guardians
- Schools (with permission where appropriate)
- Examination centres
- Professional advisers
- Accountants
- Payment providers
- Government authorities where legally required

We never sell client information.

9. Data Security

API Horizons takes appropriate technical and organisational measures to protect personal information.

These include:

- Password-protected devices
- Encrypted cloud storage where available
- Two-factor authentication
- Secure email accounts
- Regular software updates
- Restricted access to personal data
- Secure disposal of confidential documents

Paper records are kept to a minimum and stored securely.

10. Data Retention

Information is only retained for as long as necessary.

Typical retention periods include:

Record	Retention Period
Enquiries not becoming clients	12 months
Student lesson records	6 years after tutoring ends
Financial records	6 years (HMRC requirement)
Safeguarding concerns	In accordance with safeguarding guidance
Marketing consent records	Until consent withdrawn

Information is securely deleted once no longer required.

11. Your Rights

Individuals have the right to:

- Be informed about how their data is used
- Access their personal information
- Correct inaccurate information
- Request deletion where appropriate
- Restrict processing
- Object to processing
- Request data portability where applicable
- Withdraw consent where consent is relied upon

Requests should be made in writing to:

apihorizons@gmail.com

API Horizons aims to respond within one calendar month.

12. Data Breaches

Any personal data breach will be:

- Investigated promptly
 - Recorded internally
 - Contained where possible
 - Reported to the Information Commissioner's Office (ICO) where legally required
 - Communicated to affected individuals if there is a high risk to their rights and freedoms
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13. International Transfers

Where cloud service providers store information outside the UK, API Horizons will ensure appropriate safeguards are in place, such as adequacy regulations or Standard Contractual Clauses.

14. Cookies

Our website may use cookies to improve user experience.

Where required by law, users will be asked to provide consent before non-essential cookies are used.

15. Children's Data

API Horizons provides services to children and young people.

Personal information relating to children is treated with particular care.

Parents or legal guardians will normally act on behalf of children under the age at which they can independently exercise data protection rights.

16. Marketing Communications

Marketing emails will only be sent where:

- Consent has been given, or
- Another lawful basis applies.

Recipients may unsubscribe at any time.

17. Policy Review

This policy will be reviewed annually or sooner if legislation changes.

Approved by

API Horizons

August 2026