

Privacy notice

Om Patange | Last updated 23 August 2026

This notice explains how I collect and use personal information in connection with my independent tutoring business and website.

1. Who I am

I am Om Patange, an independent tutor and the operator of ompatange.com. I am the data controller for the personal information described in this notice, which means I decide why and how it is used.

For privacy questions or requests, contact me at om@ompatange.com.

2. Information I collect

Enquiries and contact

If you contact me through the website or by email, I may collect:

- your name and email address;
- the name of a student and, where relevant, parent or guardian contact details;
- the student's school year or level, subject or examination, and the information included in the enquiry; and
- correspondence relating to the enquiry.

Tutoring and student progress

If tutoring is arranged, I may also keep information needed to plan and provide lessons, such as:

- the student's subjects, interests, goals and intended examinations;
- marks, exam results or school reports that the student or parent chooses to provide;
- formative assessment results, lesson notes, areas of strength or difficulty, and progress notes; and
- lesson attendance, cancellations and practical arrangements.

Payments and business administration

I may keep invoices, payment amounts and dates, transaction references, contractual records and relevant business correspondence. I do not need or intend to store payment-card details myself when payment is handled by a bank or other payment provider.

Website security and technical information

My website is hosted and protected using Cloudflare. Technical information such as IP addresses and request metadata may be processed for website delivery, rate limiting, abuse prevention, security and troubleshooting. I do not use enquiry details for marketing lists and I do not sell personal information.

Sensitive information

I do not routinely ask for health information or other special-category personal data in the website enquiry form. Please avoid including sensitive information in an initial enquiry unless it is genuinely necessary. If information about a health condition, disability or learning need becomes relevant to tutoring and is provided to me, I will use only what is necessary and will rely on an appropriate legal basis and, where required, explicit consent.

3. Why I use personal information and my lawful bases

Under UK data protection law I need a lawful basis for each use of personal information. The main bases I rely on are:

Purpose	Lawful basis
Responding to enquiries and discussing possible tutoring	Taking steps at your request before entering into a contract, and my legitimate interests in responding to prospective clients.
Arranging and providing tutoring	Performance of a contract with an adult student or with a parent/guardian. Where the student is not the contracting party, I may also rely on legitimate interests to use the student information needed to provide the tutoring service.
Keeping proportionate assessment and progress notes	My legitimate interests in tailoring teaching, tracking progress and providing an effective tutoring service.
Payments, invoicing and tax records	Performance of a contract and compliance with legal obligations, including tax and accounting requirements.
Website security, abuse prevention and troubleshooting	My legitimate interests in keeping the website and contact form secure and reliable.
Complaints, disputes, safeguarding concerns or legal claims	Legal obligation where one applies, and/or my legitimate interests in protecting students, managing complaints and establishing, exercising or defending legal claims. In an emergency, vital interests may also apply.
Special-category information that is genuinely needed for tutoring	An appropriate Article 6 lawful basis together with an Article 9 condition. Where appropriate, this will be explicit consent.

4. Where I get personal information from

Most information comes directly from the person concerned or from a parent or guardian. I may also receive information from documents that a student or parent chooses to provide, such as school reports, marked work or examination results.

5. Children and young people

Many students may be under 18. Where a parent or guardian is the client, I will normally communicate with them about contractual, payment and overall progress matters, while also communicating directly with the student as needed for teaching. I aim to explain my use of student information in clear language and to collect only what is needed. I may use or disclose information without the usual permission where this is necessary to protect a child or to comply with the law.

6. Who I share information with

I share personal information only where it is reasonably necessary. This may include:

- Google, through Google Workspace services such as Gmail, Drive, Meet and Apps Script where used for email, documents, lesson communication or contact-form delivery;
- Cloudflare, which provides website hosting, security, rate limiting and contact-form routing;
- banks or payment providers where needed to receive or account for payments;
- professional advisers such as an accountant, insurer or lawyer where necessary;
- a parent or guardian where they are the client or where sharing is otherwise appropriate and lawful; and

- regulators, courts, law-enforcement bodies or other authorities where I am legally required or permitted to do so.

I do not sell personal information to third parties.

7. International transfers

Google and Cloudflare operate internationally, so personal information may be processed outside the UK, including in the United States. Where a transfer is not covered by UK adequacy regulations, I rely on the safeguards made available through the relevant provider agreements, such as approved contractual transfer safeguards (including the UK Addendum or applicable standard contractual clauses). For transfers to participating US organisations, the UK Extension to the EU-US Data Privacy Framework may also apply. You can contact me if you would like more information about the safeguards used for a particular transfer.

8. How long I keep information

I keep personal information only for as long as I can justify for the purpose for which it was collected. My current retention approach is:

- Enquiries that do not result in tutoring will normally be kept for up to 12 months after the last meaningful contact, unless there is a reason to retain them for longer, such as an ongoing enquiry or potential legal claim.
- Detailed lesson, formative-assessment and progress notes: normally kept while tutoring is ongoing and for up to 12 months after the last lesson, then deleted or anonymised unless there is a specific reason to keep them longer.
- Contracts and material correspondence: may be kept for up to 6 years after the tutoring relationship ends where reasonably necessary for contractual records or legal claims.
- Financial and tax records: kept for the period required by HMRC. For a self-employed business this is generally at least 5 years after the 31 January submission deadline for the relevant tax year.
- Cloudflare Workers operational logs: retained only for the service's short troubleshooting/security window, currently up to 7 days depending on the service plan.
- Sensitive information: deleted when it is no longer needed for the purpose for which it was provided, and normally no later than the corresponding tutoring record unless a legal or safeguarding reason requires longer retention.

I may retain specific information for longer where this is necessary to comply with a legal obligation, deal with a safeguarding concern, or establish, exercise or defend a legal claim.

9. Cookies and similar technologies

I do not currently use advertising or behavioural-tracking cookies. Cloudflare may use storage or access technologies that are necessary for security, network delivery or other essential website functions. If I introduce non-essential analytics, advertising or other tracking technologies, I will update the information provided on the website and offer any choices required by law.

10. Security

I use reasonable technical and organisational measures to protect personal information. These include HTTPS, access controls on business systems, validation and rate limiting on the website contact form, and authenticated server-to-server handling of contact-form submissions. No method of storage or transmission is completely risk-free, but I aim to collect and retain only the information I need.

11. Your data protection rights

Depending on the circumstances, you may have rights to ask for access to your personal information, correction of inaccurate information, erasure, restriction of processing, objection to processing, and data portability. Where I rely on consent, you may withdraw it at any time. These rights are not absolute and exemptions may apply.

I will respond to valid data-protection rights requests without undue delay and normally within one month. To make a request, email om@ompatange.com.

12. Complaints

If you have a concern about how I use personal information, please contact me first at om@ompatange.com so that I can try to resolve it.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK data protection regulator. The ICO can be contacted through its website at ico.org.uk or by telephone on 0303 123 1113.

13. Changes to this notice

I may update this notice when my services, technology or legal obligations change. The date at the top of the notice shows when it was last updated.