

# Schedule 1, Appendix 1

## Processing Details

### 1. Agreed Purposes:

The parties agree that they are Joint Controllers of any Shared Data processed by either of the parties for all of the following Agreed Purposes and any other purposes relating to these Agreed Purposes:

- Enabling Sponsor staff to facilitate the provision of Tutoring Services, create an account for the Student on Microsoft Teams and/or Zoom and allow bookings between Sponsor staff and Tutors;
- Facilitate matching between Students and Tutors;
- Providing consistent, quality online tuition to Students;
- Enabling Students and Sponsor staff to communicate with other users, and receive updates from TLC about the Student's academic and personal progression;
- Provide video recordings of the Tutorials to the Student for recall and safeguarding reasons;
- Enabling payments;
- Providing technical and personal support to Students, Tutors and Sponsor staff;
- Sharing feedback and resources between Sponsor staff and Tutors; and
- Maintaining quality of service, error detecting and being up to date with cyber security.

### 2. The Shared Data:

- Email addresses of teachers, Tutors, Student and parents/guardians;
- Student profile details including at least some of the following: first name, surname, name of school, year group, current grade, target grade, exam board, areas for development, date and time of Tutorials, and Special Category Data around disabilities or specific requirements;
- Student-specific feedback provided by Tutors;
- Video recording of Tutorials;
- Tutor profile information including CVs and biographies;
- Messages exchanged between Students and Tutors or Sponsor staff and Tutors;
- Financial information of the Sponsor including payment history and payment card details; and
- TLC staff information e.g., for Customer Relationship Management (CRM) or technical support.

### 3. Categories of Data Subject

- Sponsor staff;
- Student;
- Parent/Guardian;
- Tutor; and
- TLC staff.