



GDPR Compliance

Business Name: Top Tier Teaching

Email: toptierteachingsupport@gmail.com

Last Updated: July 2026

Purpose

This document outlines how Top Tier Teaching processes and protects personal data in accordance with the General Data Protection Regulation (GDPR).

Nature of the Business

Top Tier Teaching provides online Leaving Certificate and Junior Cycle tuition services to students in Ireland.

Many students may be under the age of 18. Communication may take place directly with students, parents, or guardians.

Personal Data Collected

The following categories of personal data may be collected and processed:

1. Contact Information

- Student name
- Parent or guardian name (where applicable)
- Email address

2. Educational Information

- Year in school
- Subject(s) being studied
- Target grades
- Academic strengths
- Areas for improvement
- Progress notes
- Lesson content records

3. Administrative Information

- Lesson dates and times
- Attendance records
- Email communications
- Social media messages relating to tuition services

4. Financial Information

- Payment records
- Transaction references
- Invoice information (where requested)

Purpose of Processing

Personal data is collected and processed for the following purposes:

- Responding to enquiries
- Arranging tuition lessons
- Delivering educational services
- Monitoring student progress
- Maintaining attendance records
- Managing payments and invoicing
- Communicating with students and parents/guardians
- Meeting legal, tax, and accounting obligations

Lawful Basis for Processing

Top Tier Teaching processes personal data under the following GDPR lawful bases:

a. Performance of a Contract

Information is processed where necessary to provide tuition services requested by students or parents/guardians.

b. Legitimate Interests

Information may be processed where necessary for the efficient administration of the business, provided that such interests do not override the rights of the individual.

c. Legal Obligations

Certain records may be retained to comply with tax, accounting, or other legal requirements.

Data Storage

Personal data may be stored using the following services:

- Gmail
- Zoom
- Secure devices used for business purposes
- Online banking services
- Accounting and invoicing records
- Stripe

Access to personal data is restricted to the owner of Top Tier Teaching unless disclosure is required by law.

Data Retention

Personal data is retained only for as long as necessary to provide tuition services and comply with legal or accounting obligations.

Financial records may be retained for the period required by Irish tax and accounting legislation.

Data that is no longer required will be securely deleted where practical.

Study Skills Session notes and personalised study plan templates may be retained where necessary to support future sessions and provide continuity of service.

Data Security

Top Tier Teaching takes reasonable steps to protect personal data, including:

- Password-protected accounts and devices
- Use of reputable service providers
- Limiting access to personal information
- Maintaining up-to-date software and security settings where possible

Data Subject Rights

Individuals have the right to:

- Request access to their personal data
- Request correction of inaccurate data
- Request erasure of data where appropriate
- Restrict or object to processing in certain circumstances
- Receive a copy of personal data provided to the business
- Lodge a complaint with the Irish Data Protection Commission

Requests relating to personal data should be submitted to:

toptierteachingsupport@gmail.com

Data Breaches

If a personal data breach occurs, Top Tier Teaching will assess the nature and severity of the breach and take appropriate action.

Where required by GDPR, the Data Protection Commission and affected individuals will be notified within the applicable timeframes.

Review

This document should be reviewed annually or whenever there is a significant change to how personal data is collected, processed, or stored.