



Privacy & Cookies Policy

Last updated: July 2026

Who We Are

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

If you have any questions about this policy or how your information is handled, you can contact us at:

Email: toptierteachingsupport@gmail.com

Information We Collect

This website is intended to provide information about our tuition services. We do not collect personal information directly through the website, and there are currently no contact forms, booking systems, or payment facilities on the site.

If you contact us by email, Instagram, or TikTok, we may collect and store information including:

- Student name
- Parent or guardian name (where applicable)
- Email address
- Year in school
- Subject(s) being studied
- Target grade
- Academic strengths and areas for improvement
- Lesson dates and times
- Attendance records
- Notes about topics covered during lessons
- Progress records

- Payment records
- Invoices (where requested)
- Transaction references
- Communications relating to the tuition service

We may also collect information relevant to Study Skills Sessions, including educational goals, study habits, learning preferences, areas for development, and personalised study plans.

How We Use Your Information

We use this information to:

- Respond to enquiries
- Arrange and deliver tuition services
- Maintain lesson and attendance records
- Monitor academic progress
- Manage payments and invoicing
- Communicate with students and parents or guardians
- Comply with legal and accounting obligations

We do not sell, rent, or share personal information with third parties for marketing purposes.

How Information Is Stored

Information is stored using secure third-party services that support the operation of the business, including Gmail, Zoom, Stripe and online banking services.

We take reasonable steps to protect personal information from unauthorised access, loss, misuse, or disclosure.

Information is retained only for as long as necessary to provide our services and meet legal, regulatory, or accounting requirements.

Students Under 18

Many students using our services may be under the age of 18.

Parents or guardians are welcome to act as the primary point of contact. However, students may also communicate directly with us regarding tuition services where appropriate.

Cookies

This website is hosted by Wix.

Wix uses essential cookies that help the website operate securely and correctly. We also use Wix Analytics to understand general website usage and improve the website's performance.

These analytics tools provide aggregated information about website visitors and do not identify individual visitors.

You can manage or disable cookies through your browser settings, although some website features may not function correctly if essential cookies are disabled.

Your Rights

Under the General Data Protection Regulation (GDPR), you have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of your information where appropriate
- Restrict or object to certain types of processing
- Request a copy of information you have provided to us
- Lodge a complaint with the Data Protection Commission in Ireland

Changes to This Policy

We may update this Privacy & Cookies Policy from time to time. Any updates will be published on this page with a revised "Last updated" date.