ONLINE SCIENCE TUITION

# Homework Marker Privacy Notice

Tuition clients aged 13 or over | Version 1.1 | 6 November 2026

This notice explains how Mark Scates, trading as Online Science Tuition, uses personal information for the Homework Marker on onlinesciencetuition.co.uk. The service is available only to authorised tuition students aged 13 or over. It covers participating students, parents or guardians and additional report recipients.

## A short explanation for students and parents

- Using the Homework Marker is optional and is for students aged 13 or over. You can still have homework marked during your lesson if you prefer.
- Your uploaded answers are sent to OpenAI to produce marks and feedback after your tutor selects the mark scheme. Your tutor does not routinely check every AI mark before the report is emailed.
- The report includes your submitted pages. It goes to your tutor, your account email and any additional report addresses you provide or have arranged with your tutor.
- Upload only the work needed for marking. Leave out names, school details, contact information and personal medical information wherever possible.
- The website schedules homework submissions and reports for deletion after 30 days. Emails, backups and provider records have separate retention arrangements.
- If a mark looks wrong, or you have a privacy concern, ask Mark. You can also ask a parent or guardian to help.

## 1 Who is responsible

The data controller is Mr Mark Scates, a sole trader trading as Online Science Tuition. This means Mark decides why and how personal information is used for this service.

Contact: markscates486@yahoo.com | 07722 510681
Post: 155 Ford Lane, Rainham, Essex, RM13 7BA, United Kingdom.

## 2 How this notice relates to other services

The Homework Marker uses your existing AI Science Tutor login. The AI Tutor privacy notice continues to explain account registration, login and use of the Tutor itself. This separate notice explains homework marking and report delivery. It does not extend homework access to all AI Tutor users.

## 3 Information we use and where it comes from

We use your account identifier, display name and account email; the pages you submit and their filenames and order; submission dates and reference numbers; the selected worksheet and mark scheme; transcribed answers, marks, feedback and the combined PDF report; report recipients and delivery status; and any support correspondence about the submission.

For each new submission, we also record the age declaration, its wording and version, the minimum age confirmed, the submitting account identifier and the date and time of confirmation. The declaration helps us enforce the service's age restriction. The upload form does not request a date of birth or identity documents.

This information comes from your account, the person uploading the work, your tutor and the marking system. A parent or guardian may provide information on a student's behalf. Hosting, email and security systems may also process technical information, such as connection details and service logs, to operate and protect the website.

Homework can be personal information even without a name because it is linked to a student's account. Do not upload another person's work or unrelated personal or sensitive information. If this happens accidentally, contact Mark promptly.

## 4 How marking and report delivery work

The website prepares page images from your files and stores the submission privately. Your tutor assigns a mark scheme. The system then sends the relevant pages and marking references to OpenAI, receives an assessment and creates a PDF containing marks, feedback and copies of the submitted pages.

Blank, unreadable, missing or otherwise uncertain answers receive zero, with a reason in the report. Other assessable answers are marked against the selected scheme. This does not trigger a routine teacher approval step. AI can make mistakes; you can ask Mark to review an answer. These are informal learning assessments, not official exam results or decisions about admission or access to tuition.

A report is sent to the tutor and the account email recorded when the homework was submitted. The optional email box adds a recipient; it does not replace the account copy. Parent or student addresses already saved by your tutor also receive a copy. Each recipient receives a separate email containing the same report, including the submitted work.

Check addresses carefully and only nominate someone who is authorised to receive the student's work. Tell them that their address has been supplied. Contact Mark before uploading if you have concerns about who will receive a report. Changing an account address later does not automatically redirect a report already submitted or queued.

## 5 Why we use information and our lawful bases

For the optional marking service, eligibility checks and agreed report sharing, we rely on legitimate interests: providing requested educational feedback safely, helping the student and tutor review work and supporting the tuition relationship. We must balance these interests against the student's rights and best interests, particularly for children. You may object and choose marking during lessons instead.

We use contract where processing is necessary to administer our agreement with an adult client. We rely on legitimate interests for proportionate service security, technical troubleshooting and handling concerns, and legal obligation where information is needed to comply with the law. Accepting service terms is not blanket consent to unrelated uses of personal information.

## 6 OpenAI and other recipients

OpenAI processes the submitted page images, marking instructions and reference materials through its API to return the assessment. The marking request does not deliberately include your account profile or recipient email addresses. However, anything visible on an uploaded page, including a handwritten name, can be read by the service.

OpenAI states that API inputs and outputs are not used to train its models by default, unless the API customer opts in. The Homework Marker requests that responses are not stored as retrievable application state. This is not a promise of zero retention: OpenAI's standard abuse-monitoring logs may retain content for up to 30 days, with longer retention in the legal or safety circumstances described in its published data controls.

Hostinger and relevant hosting providers store and operate the website and its private files. Our email-delivery and mailbox providers process addresses, message content and attached reports. Authorised website administrators may access submissions for marking, support or maintenance. We may also share information with professional advisers or authorities where necessary and lawful.

Student homework is not added to the permanent mark-scheme bank. We do not sell homework information or use submitted work for targeted advertising.

## 7 How long information is kept

Website submission records, including the age declaration, prepared page images, assessments, delivery records and PDF reports are scheduled for deletion once they are more than 30 days old, measured from submission. Deletion takes place when the website's scheduled cleanup runs; it is not an exact-to-the-minute guarantee. You can ask Mark to delete a submission sooner, subject to any applicable legal reason to retain information.

The mark-scheme bank is retained for reuse and is separate from student submissions. Saved parent and student report addresses remain available for future reports until updated or removed; the 30-day submission cleanup does not erase them. They should be kept only while needed for the tuition relationship. Account retention is explained in the AI Tutor privacy notice.

The 30-day cleanup does not delete copies in email accounts or backups. Copies held by us are kept only for as long as needed for tuition follow-up, resolving a query, or a relevant legal or record-keeping purpose. Backup copies are retained for recovery under the hosting backup cycle. Recipients control copies in their own inboxes. OpenAI has its own retention arrangements described above. Ask Mark for the applicable email or backup retention details.

## 8 Processing outside the United Kingdom

Providers, including OpenAI and email or infrastructure providers, may process information outside the UK, including in the United States. Where UK law requires a transfer safeguard, the transfer must be covered by an applicable UK adequacy arrangement or appropriate contractual safeguards, such as approved standard contractual clauses with the UK Addendum. Contact Mark for details or a copy of the safeguards applicable to your information.

## 9 Protecting information

The Homework Marker uses authenticated accounts, access checks and restricted administration. Submitted page images and reports are stored outside the public website folder. These controls reduce unauthorised access, but no online system can guarantee absolute security.

Protect your login details, check who can access the account email and avoid unnecessary personal information on your work. Let Mark know promptly about an incorrect recipient, an unexpected report or suspected account access. Website login cookies and other site technologies are explained in the existing account privacy information and Cookie Policy.

## 10 Children and parents

Children have their own privacy rights. Parents or guardians can help them understand this notice and contact Mark. When deciding whether to disclose information or change recipients, we consider the student's age, understanding, rights and the authority of the person making the request.

Access is limited to known tuition students aged 13 or over. Mark checks eligibility through the tuition relationship and, where needed, a parent or guardian.

Before each submission, confirm: "I confirm that the student whose homework I am submitting is aged 13 or over." This concerns the student, including when a parent uploads. It records a declaration, not independent age verification or consent to other uses of information.

Do not upload homework for a student under 13, even through an adult's account. Use lesson-time marking instead. Contact Mark promptly if ineligible work is uploaded or an age declaration is incorrect.

## 11 Your choices and rights

You can choose lesson-time marking instead of using the online marker. If you use the marker, the uploaded work must be processed and the tutor and account copies sent as described above; leaving the extra email box blank does not stop these copies.

Depending on the circumstances, you can ask for access to your information, correction of inaccurate information, deletion, restriction of processing, or a portable copy where the right to portability applies. You can object to processing based on legitimate interests. If we use consent for a particular purpose, you can withdraw it without affecting processing that was lawful before withdrawal.

Contact Mark using the details on page 1. We may need proportionate proof of identity or authority. We normally respond to rights requests within one month, subject to lawful extensions or exceptions. Rights are not absolute; if we cannot meet a request fully, we will explain why. A question about an AI mark can also be raised directly for human review.

## 12 Concerns and updates

Please contact Mark if you have a concern. You may also complain to the Information Commissioner's Office, the UK data-protection regulator, at ico.org.uk/make-a-complaint/. You do not have to obtain our permission to contact the ICO.

We will update this notice when the service or its processing changes and bring significant changes to affected clients' attention. The current notice will be available through the Terms and Policies page on onlinesciencetuition.co.uk.