



Dyslexia Assessment & Consultancy

Dyslexia Experts specialising in assessments and training

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PRIVACY NOTICE

Category of Data Subjects	Categories of Personal Data to be Processed
Employees financially supported by their Employer	Personal Identification, Personal Directory, Special Categories of Data, Employer details.
Private Individuals	Personal Identification, Personal Directory, Special Categories of Data.
Students	Personal Identification, Personal Directory, Special Categories of Data, Academic Data, Student Support / Disability support contact details.
Assessors, Job Coaches and Specialist Tutors. All those who have worked under contract for Dyslexia Assessment & Consultancy and provided us with their details.	Personal Identification, Personal Directory, Special Categories of Data, Qualification Data, Employment, Financial invoicing details.
Staff	Personal Identification, Personal Directory, Special Categories of Data, Qualification Data, Financial, Employment.

Nature and Purpose of Processing

Personal Data will be held and processed for the purposes of supporting our clients and for the delivery of a quality service.

Categories of personal data	Each category of personal data may include the types of data listed
Personal identification	Name, age/ date of birth.
Personal directory	Home address & including postcode; Personal email; Telephone numbers.

Financial	Salary or wage information; banking details;
Employment	Employment status; Employment role, work address, including work email and telephone numbers. Details necessary for invoicing purposes.
Special Categories of Data	Background questionnaires. Results of screening assessments. Diagnostic Assessments & Workplace Needs Assessments; medical information where needed; Information from SENCOs for those at school.
Employee Data	Timesheets; Records of sessions & in outline topics covered; attendance of sessions; equipment provided; training provided; Summary / Final reports.
Student Academic Data	Place of study; Course; Level of study; Individual learning plans; Disability Officers' Contact details (names/emails / telephone numbers).
Student Support	Timesheets; ILP's. Records of sessions & in outline topics covered; attendance of sessions; equipment provided; training provided; Summary / final reports; invoicing details. For younger students: parent/guardian, school /SENCO contact details.
Staff and Support Workers Qualification data	Academic qualifications; Professional Body Membership details; DBS/Disclosure Checks

Storing Client Data

Diagnostic Assessment Data. Assessors are required to hold onto assessment data for a period of 6 years after the age of 18 years. However, we are frequently asked for past records and so unless you ask us to destroy this data, we will continue to hold onto your finalised reports.

Information collected by Tutors and Job Coaches for the purposes of Training. The details of coaching/tuition sessions are confidential. However, there may be times that in order to support our clients fully, we need to liaise with others, such as line manager/HR, or

course tutors/ Advice Centre staff/ Disability Officers to discuss any developments, to give advice on reasonable adjustments and to ask for feedback on priorities and progress made.

These records are maintained and held during the job coaching or study skills training sessions. At the end of the job coaching or study skills training the timesheets are held for the purposes of invoicing. This information is held for 7 years in accordance with the HMRC guidelines for retaining personal information.

We will only share data with agreed people/organisations when necessary, for the purpose(s) we have agreed. All data is held securely.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information held about them. To request access to your personal information, please let us know.

Requesting changes to your personal data

You have the right to refuse having your data stored. You also have the right to make changes to the data held about you, such as correct it, restrict what is shared or erase/remove any data. Please inform us and as long as we do not need the data for professional purposes / assessment conclusions, we will respond to requests.

Concerns

If there are any concerns about the way we collect or use your personal data, please raise your concern with us. (Contact: info@workingwithdyslexia.com).

If there remains an outstanding concern, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on your rights, please go to:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>