# GDPR Data Privacy Notice

Derby Dyslexia Assessment and Teaching Service take your privacy seriously. In this Privacy Policy we’ve provided relevant information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Derby Dyslexia Assessment and Teaching Service is registered with the Information Commissioner’s Office (ICO) as a Data Controller.

# Who we are?

Derby Dyslexia Assessment and Teaching Service was established by Philippa (Phil) Wroe, BEd (Hons) QTS Dip SpLD (dyslexia) SpLD APC AMBDA, in 2012. Phil is a Full Professional Member of the British Dyslexia Association and holds AMBDA status and an Assessment Practising Certificate, issued by PATOSS.

Phil Wroe is a Specialist Teacher and Assessor of people with literacy difficulties. Phil has been teaching for over 20 years in a range of settings, including Nurseries, Schools and with private pupils.

Phil has worked as a classroom teacher, a Literacy co-ordinator and a Phonics Advisor. She has a wealth of experience in teaching children with Special Educational Needs. For the past 10 years she has worked in schools across Derby as an Independent Educational Consultant and Specialist Teacher.

Services include Diagnostic Assessments, private tuition, consultancy, training and support. The website provides information and resources for parents and schools.

# What types of data do we collect?

When a client contacts us to provide specialist support or an assessment we collect a range of information to enable us to fulfil that service provision.

This might include:

* Personal identifiers and biographical information, for example date of birth
* Contact details – for example home address, email address and telephone number
* Sensitive personal data - for example, details of why an individual seeks an assessment, details of a disability or specific learning difficulty, details of support a client/learner may have had in the past, assessment data, and notes written during and after support or assessment sessions or after other contact with client/learner
* Dates of meetings held with a client/learner
* Family Details – for example details of other family members with whom a client/learner or a client/learner’s school/college/workplace have given us consent to liaise

# Why do we collect this information?

We collect this information to enable us to plan and provide assessments, specialist support, information and advice that the client has requested. We do not use client’s data for any other purposes and we do not hold a mailing list for generic mailshots.

How is this information stored?

All information is stored either on secure iCloud storage which is accessed via a secure laptop, or in a secure filing cabinet. Sensitive documents such as assessment reports are also individually password protected.

Who might we share this information with?

Any data obtained by us will not be shared with any other organisation or individual without specific consent by you. In order to share information with another agency such as a school, health professional or another assessor, a specific written request will be made. The written request will state the name of the person/organisation that the information is to be shared with, what information will be shared and the reasons for sharing the information. This specific consent covers written information shared electronically or on paper and verbal information shared in conversations.

# Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold.

If you wish to do this, please email your request to Phil Wroe – pdwroe@yahoo.co.uk.

*Please Note: Requests from clients to delete data relating to an individual will be considered on a case by case basis but we may be unable to remove all assessment records and support notes for legal reasons.*

# Changes to this Privacy Notice

This Privacy Notice was written in April 2018 and will be reviewed on an annual basis.