

GDPR Privacy Notice

Dyslexia Birmingham

Nicola Handscomb BEd(Hons), PG Cert SpLD (Dyslexia), PPM, SpLD APC (Patoss)

Email: assessment@dyslexiabirmingham.com

Website: www.dyslexiabirmingham.com

Who we are

Dyslexia Birmingham is owned and managed by Nicola Handscomb. It is a small business that carries out dyslexia assessments and dyslexia awareness training.

Dyslexia Birmingham takes your privacy very seriously. This policy sets out how we collect, use and store your personal information.

Types of data we collect

When a client/learner contacts Dyslexia Birmingham to provide specialist support or an assessment a range of information is collected to enable us to fulfil that service provision.

Any personal information received will be processed in accordance with the General Data Protection Regulations (GDPR). May 2018. These regulations require registration with the Information Commissioners Office (ICO).

The type of information collected includes;

- 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 me consent to liaise

Test papers and accompanying information with responses safely in a secure place within Dyslexia Birmingham premises. The final report will be stored electronically and this will be password encrypted. Test papers and accompanying information with responses safely in a secure place within Dyslexia Birmingham premises. In light of the need to keep minimal information the final report will be stored electronically, password encrypted and kept until the child is 25. The test papers and accompanying information will be safely disposed of following the assessment and 30 days after completion of the report.

Why we collect this information

Information is collected to plan and provide an assessment or specialist support for an individual that the client has requested.

Who might we share this information with?

Once the assessment report is completed it will be emailed to the person who has commissioned the assessment. It will be password encrypted.

The assessment will not be shared with a third party without written permission from the person who has requested the assessment. Email threads will be deleted regarding information provided for the assessment.

It is unlikely, but may be necessary to share test papers with PATOSS as part of their Assessment Practicing Certificate Renewal Process.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to Nicola Handscomb at assessment@dyslexiabirmingham.com

Note: Requests from clients/learners 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] [support notes] for legal reasons.

Changes to this Privacy Notice

This was reviewed on 01.05.2025 and will be reviewed as required according to legislation set out by the ICO.