

PRIVACY POLICY

Contact Details

Mrs Vikki Scarborough

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For the purposes of planning and completing assessments and tuition recommendations, I will need to collect personal information. I take privacy seriously and I adhere to Data Protection Guidance. I am registered with the Information Commissioner's Office (ICO) and abide by its requirements.

Data protection registration certificate: ZC001250.

Types of Personal Information I Collect

- Contact details such as an email address and telephone number.
- Your financial data includes information such as your bank account and payment card details.
- Basic information such as name, date of birth and relevant school/workplace/home address details.
- Relevant health and developmental background information.
- Copies of relevant reports.
- Information from the school may be gathered, including attendance and reason for absence data, previous assessments, previous support, levels of attainment and exam results, as well as behavioural information.
- An audio recording of the learner's responses during certain tests is necessary for analysis after the assessment session.

Who might I share this information with?

- I will not share personal information without permission from the client, unless required to by law or for safeguarding concerns.
- I may occasionally share a draft or final report that has been anonymised (with any identifying information removed) amongst professionals, for the purpose of proofreading or appraisal.
- I may share anonymised reports with the Professional Association of Teachers of Students with Specific learning difficulties (PATOSS) for their evaluation and assessment as part of the 3-yearly renewal of my Assessment Practising Certificate (APC).

How I collect and store data

- Background information about the learner is collected via questionnaires and is requested by email at the point of booking services.
- Test papers and all related information, such as school and parent questionnaires, will be safely and securely destroyed 30 days after the assessment report is sent out.
- Audio recordings from the assessment will be deleted within 48 hours after the report is sent.
- Assessment reports will be kept securely until the learner reaches their 24th birthday, if under 18 at assessment or six years after assessment if aged 18 or over. After this time, I will not be able to supply you with a copy of the report. **It is therefore strongly recommended that you keep a copy of your report securely.**
- Reports will be stored on a password-protected computer and encrypted cloud storage.
- Reports are stored and communicated electronically as a password-protected PDF.

Access To Your Personal Information

You are entitled to view, amend or delete the personal information that I hold. Email your request to info@vikkiscarboroughdyslexiasupport.co.uk.

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

Privacy Policy Updates:

Vikki Scarborough reserves the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. Changes will take effect immediately upon publishing.