

## Privacy Notice

Big Picture Education Ltd, needs to hold personal information about you (the individual being assessed) to be able to conduct and complete any form of assessment, and provide a report.

Any personal information that you give Big Picture Education Ltd will be processed in accordance with the UK Data Protection Act 1998 and the GDPR 2018 (General Data Protection Regulation), which requires Big Picture Education Ltd to be registered with the ICO (Information Commissioner's Office). You have a right to request to see your own personal information that is held about you, and Big Picture Education Ltd must ensure that it is kept secure.

Big Picture Education Ltd will use your personal information to provide you with any services appropriate to a screening or diagnostic assessment. Please note:

- Big Picture Education Ltd will obtain information from and about you (where relevant) via questionnaires and may need to obtain information from another source with permission and record it on paper or electronically to enable Big Picture Education Ltd to complete the assessment.
- 6 weeks following the assessment and the completion of the final assessment report all client questionnaires will be permanently deleted/destroyed. A sample of free writing and spelling will be scanned and stored along with the report and email threads electronically for 6 years for those aged over 18 at the time of the assessment. For an assessment carried out on a child under the age of 18, the sample of free writing and spelling, and the report and email threads will be stored electronically until their 25<sup>th</sup> birthday. **We would therefore strongly recommend that you keep a copy of your report securely.** After this time Big Picture Education Ltd will not be able to supply you with a copy of your report.
- Big Picture Education Ltd will email your report to you, password encrypted and will forward the password.
- Big Picture Education Ltd may need to share your information anonymously with the professional body to whom Big Picture Education Ltd belongs, The Dyslexia Guild, who is entitled to sample Amy Coombes's work as part of quality control and to obtain a report as part of the 3-yearly renewal of Amy Coombes's Assessment Practising Certificate (APC).
- You are entitled to view, amend, or delete the personal information that Big Picture Education holds. Email your request to [amy@bigpictureeducation.co.uk](mailto:amy@bigpictureeducation.co.uk). Note: Requests from clients to delete data relating to an individual will be considered on a case-by-case basis but Big Picture Education Ltd may be unable to remove all assessment records or support notes for legal reasons. We will respond to you without undue delay and in any event within one month. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.
- Big Picture Education Ltd may need to share anonymous information with educators, tutors, mentors or employers, for example. If so, Big Picture Education Ltd will request this permission in writing as confirmation of your consent.

If you have any concerns about our use of your personal data, you can make a complaint to us by emailing [amy@bigpictureeducation.co.uk](mailto:amy@bigpictureeducation.co.uk)

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO, [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint)

By agreeing to this Privacy Notice, you (parent/carer) confirm that any child aged 13 or above, agrees to the assessment taking place and allows their data to be shared.

By agreeing to this Privacy Notice, parents/carers are giving their permission to share this report with the child's school.