

Privacy Notice

Stephanie Rumney Consultancy Ltd (SRC), 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 SRC will be processed in accordance with the UK Data Protection Act 1998 and the GDPR 2018 (General Data Protection Regulation), which requires SRC 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 SRC must ensure that it is kept secure.

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

- SRC 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 SRC 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 25th birthday. **We would therefore strongly recommend that you keep a copy of your report securely.** After this time SRC will not be able to supply you with a copy of your report.
- SRC will email your report to you, password encrypted, and will forward the password.
- SRC may need to share your information anonymously with the professional body to whom SRC belongs, The Dyslexia Guild, who is entitled to sample SRC's work as part of quality control and to obtain a report as part of the 3-yearly renewal of Stephanie Rumney's Assessment Practising Certificate (APC).
- You are entitled to view, amend, or delete the personal information that SRC holds. Email your request to stephanie@src-ed.co.uk. Note: Requests from clients to delete data relating to an individual will be considered on a case-by-case basis but SRC 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.
- SRC may need to share anonymous information with educators, tutors, mentors or employers, for example. If so, SRC will request this permission in writing as confirmation of your consent.

Data Processor - Rebecca Johnson

This data processor does the following activities for us: Processes parent and school questionnaire information and proofreads diagnostic reports.

If you have any concerns about our use of your personal data, you can make a complaint to us by emailing stephanie@src-ed.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

By agreeing to this Privacy Notice, you (parent/carers) 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.