Dyslexia Edge

Privacy Policy - April 2025

About Dyslexia Edge

Dyslexia Edge provides specialist dyslexia assessments for adults and children.

Data Protection Officer: Fiona Oliver

Email: [dyslexia.edge@gmail.com](mailto:dyslexia.edge@gmail.com)

Overview

Dyslexia Edge are committed to respecting privacy and protecting the data of all clients. Any data shared via email, website (<https://dyslexiaedge.co.uk>), text, telephone, post, will be protected.

Assessors at Dyslexia Edge are regulated by the UK General Data Protection Regulations (UK GDPR - <https://www.gov.uk/data-protection>).

The data clients provide will be used only for the efficient provision of agreed services. It will not be shared. Clients have the right to see what data we hold on them and request that any data held is amended or deleted. Please contact the Data Protection Officer (listed above), if you have any concerns or queries.

Dyslexia Edge are registered with the Information Commissioner's Office, the regulator of the Data Protection Act 1998, and abide by its requirements.

What information does Dyslexia Edge collect?

The following information may be collected via paper or electronic format:

* Name (Title, First, and Surname)
* Date of Birth
* Gender
* Home address
* Work address
* Educational setting
* Email address
* Telephone number
* Medical History
* Background information including previous assessment data, strengths, and areas of difficulty
* Payment information

Why do we collect data?

* To communicate with clients in response to email, web enquiry, text or telephone call.
* To supply the services and products requested by the client.
* To provide clients with ongoing support and services.
* To collect payment for services.
* To comply with statutory requirements for bookkeeping, auditing and accounting.

How is your data stored?

Copies of assessment reports are stored electronically and test papers for the time required by law and as advised by professional membership bodies. This may vary over time. Currently electronic reports are kept for 6 years for adults. Reports for minors are kept until they are 25 years of age. Test papers are destroyed after 12 months. Background questionnaires are stored electronically with reports. All files containing sensitive information are password protected.

What are your rights?

For full details of your rights regarding GDPR see <https://ico.org.uk/for-the-public/>

How can you withdraw your consent?

Clients have the right to have personal data erased. Consent can be withdrawn by contacting the Data Protection Officer verbally or in writing. Please note that this right is not absolute – Dyslexia Edge are required to hold certain data for legal and accounting reasons.

Questions and Complaints.

Please contact the Data Protection Officer for further information regarding the data that is being held. Any complaints should be directed to Dyslexia Edge.

Updates to Privacy Policy

Dyslexia Edge reserves the right to modify this privacy policy at any time. Changes will take effect immediately upon publishing.