

 www.kentdyslexia.co.uk
 07837 403873
 info@kentdyslexia.co.uk

Kent Dyslexia Ltd.
Registered in England.
Company No: 14134549.
Registered office:
The Mount, Teddars Leas Rd,
Etchinghill, Folkestone,
Kent, CT18 8DA

GDPR Privacy Policy

Who we are

Kent Dyslexia LTD is an organisation that carries out diagnostic assessments for specific learning difficulties and assessments for examination access arrangements. It was founded and managed by Keir Williams.

Kent Dyslexia takes privacy seriously. This GDPR Privacy Policy provides information about:

1. Types of data collected
2. How and when information is collected
3. How collected data is stored and for how long
4. Who the information is shared with including the limited conditions under which we may disclose it to others
5. Accessing personal information

1. Types of data collected

When a client contacts Kent Dyslexia for an assessment, a range of information is collected to enable the fulfilment of the service provision.

All personal information will be processed in accordance with the General Data Protection Regulations (GDPR), May 2018. These regulations require registration with the Information Commissioners Office (ICO). Kent Dyslexia is registered with the ICO.

Type of information collected include:

- 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 consent to contact

2. How and when information is collected

Information is collected to plan and provide an assessment or specialist support for an individual that the client has requested. This is collected via email and questionnaire in advance of the service provision, and by phone or face to face questioning during the assessment / tuition. Further clarification information by phone or email maybe requested after the assessment date.

3. How collected data is stored and for how long

Kent Dyslexia will hold personal data for as long as it is needed for us to provide the services or for the period required to retain this information by applicable UK tax law (currently 6 years). Test papers and accompanying information with responses will be stored in a secure place within the Kent Dyslexia premises to allow for assessment and report writing. These will be shredded or deleted within six weeks of the data of the assessment. The final report will be stored electronically and will be password encrypted for 6 years or until the assessee reaches 24 years of age, whichever is the longer.

4. Who the information is shared with including the limited conditions under which we may disclose it to others

Once the assessment report is completed a password protected copy will be emailed to the person who has commissioned the assessment.

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 within 6 weeks of the assessment date.

It is unlikely, but it may be necessary to share test papers with PATOSS as part of the Assessment Practicing Certificate Renewal Process. In this case, the information will be fully anonymised.

All people working with children have a duty of care. This includes a legal requirement inform relevant authorities if they believe that a child is unsafe or being abused. In such an instance personal information will be shared as appropriate.

5. Accessing personal information

You are entitled to view, amend, or delete the personal information that is held about you.

Email your request to Keir Williams at keir@kentdylseixa.co.uk

Note: Requests from clients/earners to delete data relating to an individual will be considered on a case by case basis but we may be unable to remove all records for legal reasons.

Reviewing the Privacy Notice

This policy was written on 1.11.2020 and will be reviewed as required according to legislation set out by the ICO.

Last reviewed 5.1.2023