

WHO WE ARE?

We are Dyslexia Bedford. We are an education assessment service, and we are responsible for your data.



I'm Louise
Specialist
Teacher
Assessor
with APC.

WHAT IS 'PERSONAL DATA'?



Personal data is information about you, for example, your name, where you live, your date of birth, and your address. It includes other information we collect that helps us to complete your assessment, for example, records from school and how well you are doing in your learning and some medical information.

WHY ARE WE COLLECTING YOUR PERSONAL DATA?

Either your family or school have requested an educational assessment that will help to identify your strengths and challenges with learning. Your personal data helps us to make sure you have an accurate assessment.



WHERE DO WE GET IT FROM?



Some information comes from your family, and some information comes from your teachers at school. Sometimes, we might gather information from other medical professionals who know you, such as your doctor, a nurse or a speech therapist.

WHAT DO WE USE IT FOR?

When you ask for an assessment, we need some basic details about you and your parents, like names and contact information, so we can get in touch and arrange the assessment. If we go ahead with an assessment, we might ask for some extra information to help us understand you better and plan for your assessment. You don't have to share everything, and it's okay to say no to sharing certain details.



Sometimes, we may also need to get information from your school, doctor or optician to make sure we have the best understanding of your needs. We use all this information to help us give you the best possible assessment. This is part of making sure we do our job properly and fairly.



WHERE IS MY DATA WHO CAN SEE IT?



Only people who work for us and those you or your parents/carers give permission to, will see your data, such as your teacher or doctor.

Your data is kept securely in either a locked filing cabinet or a secure password-protected computer filing system.

HOW LONG DO YOU KEEP MY DATA?

We keep it only for as long as we need it, or for as long as the law says we must keep it. When we don't need it, we get rid of it. That means we safely destroy it.



DO I NEED TO DO ANYTHING?



No. We let your parents and carers know about the data we need. They have some questionnaires to complete, and they may ask you some questions. You will be asked some questions about your learning during the assessment with us.

WHAT ARE MY RIGHTS?

You have the same rights as grown-ups. These include knowing what data we have about you, the right to correct anything that is wrong and more. Most of the time your parents and carers will look after your rights until you are 12 or 13 years old.

We also work with a data protection organisation, to make sure we look after your data properly.



Written by: Mrs Louise Cunningham - Owner of Dyslexia Bedford

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