



...the sky's the limit...

Privacy Policy

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.

SRC take privacy seriously. SRC is committed to ensuring that privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

Any personal information that you give SRC will be processed in accordance with the UK Data Protection Act 1998 and the GDPR (General Data Protection Regulation 2018), 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 which will enable SRC to complete the assessment.
- SRC may need to obtain information from another source (confidential school reports or other professional reports) 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 electronically for 6 years.
- SRC will store your typed report in an electronic file, password encrypted.
- SRC will email your report to you, password encrypted, and will forward the password.
- SRC will delete all electronically stored data including email threads and your report after 6 years of the assessment date. **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 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. This will incur an admin charge of £30.

- 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.

Should you have any queries in relation to General Data Protection Regulation (GDPR), please do not hesitate to contact SRC – stephanie@src-ed.co.uk