

Privacy Notice

Stephanie Rumney Consultancy Ltd
Stephanie Rumney
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stephanie@src-ed.co.uk

This privacy notice tells you what to expect us to do with your personal information

What information we collect, use, and why

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 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.
- Voice recordings taken during the assessment will be deleted once the report is ready.

Who we share information with

Data Processors

Rebecca Johnson

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

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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