



Alison Earey Ltd

Dyslexia Consultant

Privacy Notice

Who We are

Alison Earey Ltd takes your privacy seriously. In this Privacy Policy we've provided lots of information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Types of Data We Collect

- 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 me consent to liaise

Why We Collect this Information

We collect this information to plan and provide assessments and specialist support that the client/learner has requested.

Who Might we Share this Information With?

Disabled Student's Allowance (DSA) - We share the information with DSA-QAG for audit.

Specialist Support – We share information with relevant organisations (training provider), where permission is given by the student/employee.

Holding Information

All personal information is held in a secure environment, whether hard copies or on a computer. The computers used by Alison Earey Ltd are password protected and the data is encrypted. Documents holding personal data are sent to clients by email requiring a password to open them; the password is shared via a different medium (face to face or by text).

When we meet clients, they are asked to sign a declaration to say that they are giving us permission to hold their data. The form explains how long the information will be kept for, how it will be stored and who will be given access to the information.

Procedure for Requests for Personal Data

Should any client contact us about deleting their data, our computer systems are linked and therefore we can search on the computer to find all references to that person in order to delete their personal records. All hard copies can be found, as records are filed according to name, and then shredded, as is the normal policy of Alison Earey Ltd for personal documents.

However, the information that is required for legal or auditing purposes, such as diagnostic assessment material, which must be retained for six years, and student records, whilst working with them, and for auditing purposes up to a year afterwards, will not be deleted or shredded until they have reached their permitted time for deleting.

Using the computer search engine, all information about a client can easily be found and sent to a client upon request. It will be sent in an email in a password protected format, which will be sent to the client separately.

Deletion Procedure

Alison Earey Ltd has in place a procedure for carrying out a monthly check to review documents and records which should no longer be required so that they can be deleted (computer) or shredded (hard copies).

You are entitled to view, amend, or delete the personal information that we hold. Email your request to alison@dyslexia-consultant.com.

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

Data Breaches

Should there ever be a data breach in the operating systems for Alison Earey Ltd (hard copies or on computer), Alison Earey Ltd will notify the Information Commissioners Office (ICO) within 72 hours, where feasible.

Changes to this Privacy Notice

This Privacy Notice will be reviewed on an annual basis.