



## [Privacy Policy](#)

### **Your Privacy...**

Your privacy is important, so we've produced this Privacy Notice to inform you about when and why we collect your personal information, how it is used kept secure, and the limited circumstances when it might have to disclosed to others.

### **Why we ask for your information...**

We only request information which is relevant to the assessment. Dyslexia, dyspraxia and ADHD can impact in many ways, so when completing diagnostic assessments, background information is needed to fully understand individual circumstances. Knowing about family history, previous assessments, and any sensory or medical issues also helps to rule out, or consider, other conditions. Without this information, we would be unable to fully complete the assessment.

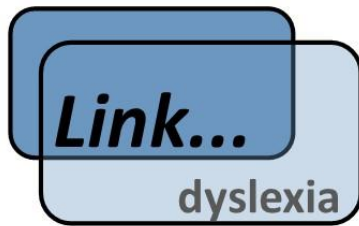
### **The data collected...**

To complete an assessment, we may need the following information:

- Personal details, such as name and date of birth.
- Contact details – for example home address, email address and telephone number.
- Sensitive personal data - for example, why the assessment was requested, details of a disability or specific learning difficulty, details of support received or previous assessments, information about any sensory or medical conditions which could impact upon the assessment results.
- Family Details - we will ask whether close family members have similar difficulties because dyslexia, dyspraxia and ADHD can be hereditary. Any family member mentioned will be anonymous within the report.

### **When information is shared...**

- We will not share your information unless required to by law.



### **Storing and accessing your personal information...**

- You are entitled to view or amend the personal information that I hold. You can also request that your report is deleted. Email your request to [sarah@linkdyslexia.co.uk](mailto:sarah@linkdyslexia.co.uk)
- We destroy all notes and working papers after the report is completed and store a copy of the completed report digitally with password protection. The reports will be kept for no longer than 6 years.
- Assessments are not recorded, and we ask that you do not record the assessment either. This helps to keep your information and the test content secure. Only you and the assessor will have access to the meeting.

Note: Requests to delete data will be considered on a case by case basis and could be subject to legal requirements.

### **Changes to this privacy notice...**

This notice was devised in January 2021 and will be reviewed at least annually. Last revision date 04/05/2021

Thanks for reading, please email [sarah@linkdyslexia.co.uk](mailto:sarah@linkdyslexia.co.uk) if you have any questions.