

# Adult Dyslexia Centre

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## General Data Protection Regulations (GDPR) and Confidentiality Policy

### Purpose

This is a statement of the data protection policy adopted by the Adult Dyslexia Centre (Thames Valley) (ADC).

### Personal Data

1. ADC needs to collect and use certain types of information about people with whom it deals to provide services to clients. These services include, full assessments, workplace needs assessments, IAG (information advice and guidance), screening for dyslexia, and other services offered by ADC.
2. ADC and our contractors are registered with the Information Commissioner's Office and this policy is in line with the General Data Protection Regulations (GDPR)

### Principles

The principles require that personal information:

1. shall be obtained only as required to provide one or more specified services provided by our professional dyslexia specialists
2. shall not be further processed in any way other than as needed to provide those services.
3. Shall not be used for marketing or similar purposes
4. shall not be kept for longer than is necessary for the specified services as set out in the section on data retention
5. shall be stored either as hard copy or electronically in a secure manner
6. You have the right ask ADC whether they are using or storing your personal data and request that we update any data that is inaccurate or out of date

### Procedures

To assist in achieving compliance with the principles, ADC has the following procedures in place:

1. All services are provided by professionally qualified dyslexia specialist assessors/teachers working under contract to ADC.
2. All the professional dyslexia specialists are members of their professional body, are registered with the Information Commissioner's Office (ICO) and carry professional indemnity insurance.
3. This policy is recorded on our website
4. Data will be collected from you by completing an electronic form. Additional data may be collected as necessary during providing your service

## **Storage and Retention of data**

1. Supporting papers related to the service are stored securely by the dyslexia specialist who carries out the service
2. Computer files are password protected and access is restricted to key staff.
3. Your dyslexia specialist may keep any relevant working papers including test papers and notes for the recommended time of:
  - . six years if you were at least 18 years at the time of the service, or
  - . until you reached the age of 25 if you were under the age of 18 at the time of the service.
4. This data is retained for the specified period in case you raise a query at a future date regarding the conduct or outcome of the service. It will not be used for any other purpose. The data will be held centrally by ADC and by the dyslexia specialist. Once this time has elapsed, ADC and your dyslexia specialist will safely destroy the report, test papers and any working notes.