



Data Protection Policy for The Dyslexia Garden

Purpose: This Data Protection Policy outlines how personal data is collected, processed, stored, and protected by Becky Glenn at The Dyslexia Garden in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.

Scope: This policy applies to all personal data processed by Becky Glenn in her role as a dyslexia assessor and specialist teacher, including data relating to clients, learners, parents, and any other individuals associated with the assessment process.

Definitions:

- Personal Data: Any information relating to an identified or identifiable individual.
- Processing: Any operation performed on personal data, including collection, storage, use, and deletion.
- Data Subject: The individual to whom the personal data relates.

Data Collection:

- Personal data will be collected only for specific, explicit, and legitimate purposes related to the provision of dyslexia assessment services.
- Data collected may include, but is not limited to, names, contact details, dates of birth, educational history, assessment results, and any relevant medical or psychological information.

Data Processing:

- Personal data will be processed lawfully, fairly, and in a transparent manner.
- Data will be processed only to the extent necessary for the assessment and consultancy services provided.
- Explicit consent will be obtained from data subjects (or their guardians) before collecting or processing their personal data.

Data Storage:

- Personal data will be stored securely using appropriate technical and organisational measures to protect against unauthorised access, loss, or damage.
- Digital data will be stored on password-protected devices and encrypted where necessary.
- Physical documents containing personal data will be kept in locked storage when not in use.

Data Retention:

- Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected.
- Once the data is no longer needed, it will be securely deleted or destroyed.

Data Subject Rights:

- Data subjects have the right to access their personal data and request corrections to any inaccuracies.
- Data subjects can request the deletion of their personal data or restrict its processing under certain circumstances.
- Requests from data subjects to exercise their rights will be handled promptly and in accordance with legal requirements.

Data Sharing:

- Personal data will not be shared with third parties without the explicit consent of the data subject, except where required by law or necessary for the provision of assessment services.
- When sharing data with third parties (e.g., schools), it will be done securely and only to the extent necessary.

Data Breach Procedures:

- Any data breach will be reported immediately to the relevant authorities and affected data subjects, in accordance with legal requirements.
- Steps will be taken to mitigate any damage caused by the breach and prevent future occurrences.

Responsibility:

- Becky Glenn is responsible for ensuring compliance with this Data Protection Policy and for implementing appropriate data protection measures.
- Regular reviews of data protection practices will be conducted to ensure ongoing compliance with legal requirements.
- Becky Glenn is responsible for ensuring registration to the Information Commissioner's Office is up to date.

Policy Updates:

- This policy will be reviewed annually and updated as necessary to reflect any changes in data protection laws or practices.

Contact Information:

- For any questions or concerns about this Data Protection Policy or the handling of personal data, please contact Becky Glenn at The Dyslexia Garden.

Date of Policy: July 2024

Next Review: July 2025

By adhering to this Data Protection Policy, Becky Glenn ensures that personal data is handled with care, respect, and in compliance with legal requirements, thereby protecting the privacy and rights of all individuals involved in the dyslexia assessment process.