

**Lisa Wheeler**  
**Educational and Chartered Psychologist**  
**Dyslexia Specialist Ltd**

Company Number 8050176

Registration with the Information Commissioner's Office Z3532947

Dyslexia Specialist Ltd's registered Data Controller is Lisa Wheeler who processes your personal data/information.

**Privacy policy**

Under data protection law, you have rights governing how your personal data is used. This policy outlines how Dyslexia Specialist Ltd uses your personal data. You have the right to: consent to and be informed about the personal data being processed; access your personal data; corrections of inaccuracies of your personal data; erasure of your personal data and restrict the processing of your personal data.

**Reason/purpose for processing your data/information**

Dyslexia Specialist Ltd processes your personal information in order to provide a consultancy and advisory service and to maintain accounts. Personal data is information that relates to an identified or identifiable person.

**Type of personal data processed**

In order to provide a consultancy and advisory service to you and when appropriate, the information processed includes:

- Personal details: name, address, date of birth, gender, telephone number, email address
- Education details
- Employment details
- Family, lifestyle details
- Physical or mental health details
- Test results and a written report of the results

**How Dyslexia Specialist Ltd uses your personal data**

Your personal data is used to:

- Identify tests in order to provide an appropriate and helpful assessment
- Establish if a further assessment by another professional would be beneficial
- Manage and audit Dyslexia Specialist Ltd business operations, including accounting

### **Who the information may be shared with**

Where necessary or required, and with your consent, personal information is shared with:

- Family and representatives of the person whose data is being processed
- Professional advisors
- Educators

In exceptional circumstances, the law may require Dyslexia Specialist Ltd to share your personal data without your consent if it relates to criminal activity.

### **How your personal data is retained and destroyed**

Your personal data is stored electronically and on paper. The storage of your data maintains confidentiality and security.

- Personal data is stored for 8 years

All personal data is destroyed under confidential conditions using a destruction service that meets industry standards for document management and provides appropriate certification.

### **Further information**

The Information Commissioner's Office (ICO) enforce data protection law.

Website: [www.ico.org.uk](http://www.ico.org.uk)

This privacy notice may change in order to reflect changes in law or privacy practices. This privacy notice is posted on the website for The Brackley Clinic [www.brackleyclinic.co.uk](http://www.brackleyclinic.co.uk)