

Lisa Wheeler
Educational and Chartered Psychologist
Dyslexia Specialist Ltd

Company Number 08050176

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.

- Electronic personal data is stored for 8 years
- Paper personal data is stored for 3 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

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