



SEN consultancy, SENCo support and Specialist Teacher in Dyslexia and Dyscalculia

# ADys Specialist Ltd

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## Privacy Notice

### General Data Protection Regulation (GDPR)

*This Privacy Notice has been written to inform clients of ADYS Specialist Ltd about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.*

#### Who are we?

ADYS Specialist Ltd is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The company has appointed Claire Ashton, Company Director to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the company is compliant with GDPR and to oversee data protection procedures. Contact can be made with Claire through email: [info@adyss.co.uk](mailto:info@adyss.co.uk)

#### What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, DOB and address
- Educational attainment
- Attendance information
- Assessment information
- Behavioural information
- Strengths and difficulties of the pupil
- Special educational needs information
- Relevant medical information
- School email addresses
- Consent forms from clients containing background information

## **Why do we collect your personal data?**

We use the information we collect:

- to support pupil learning
- to write specialist teacher reports and action plans for the pupils
- to assess for access arrangements
- to write diagnostic reports inline with the SASC guidelines
- to monitor and report on pupil progress
- to assess the quality of our services

Any personal data that we process about our clients is done so in accordance with Article 6 and Article 9 of GDPR

## **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you (schools, pupils and parents). We will also process information received from:

- Medical reports
- Educational psychologist reports
- Previous specialist teacher reports

## **Who do we share your personal data with?**

We routinely share pupil information with:

- The current school the pupil attends, who then share this information with parents.
- Pupils and parents.

We will not share any information about you outside the company without your consent unless we have a lawful basis for doing so.

## **How long do we keep your personal data for?**

ADYS Specialist Ltd will keep your data in line with SASC guidelines which is 6 years after the pupil is of legal age and 20 years after last involvement with an adult. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## What rights do you have over your data?

Under GDPR parents, pupils and clients have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the email address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the company has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) Tel: 0303 123 1113

9th May 2018