

# **Dyslexia Diagnostics**

## **Privacy Notice**

Under the terms of the UK General Data Protection Regulation (GDPR) I am required to tell you about:

- Who I am, what I do and how you can contact me;
- the types of personal data I will hold and process about you;
- the purpose for which I hold and process that personal data;
- details of any person or company (any third party) who may receive your personal data from me;
- where your personal data is being held;
- how long I will hold your personal data; and
- your rights in relation to your personal data.

### **Who am I and what do I do?**

**Melanie Strachan:** I am a specialist dyslexia assessor based at my home address: 15B Park Lane, Alderholt, Hampshire. You can contact me by post at this address or by email to [melstrachan68@gmail.com](mailto:melstrachan68@gmail.com). I will ensure your personal data is used fairly and lawfully. I act as a data controller for all my business operations, and I am registered with the Information Commissioner's Officer (ICO) - registration number ZA206361.

### **Why do I need your data?**

**Legal purposes for acquiring your data:** I require personal information including; names, address, email address, background information and date of birth in order to plan and carry out an accurate assessment and provide you with a professional report of the assessment findings and recommendations. I do this on the basis of our contract/your express consent.

Once you have checked and agreed the report, a final signed report is then sent to you by secure email. I store the report securely.

### **How do I collect your personal data?**

The personal data I collect is provided in a range of ways. These include questionnaires, emails, telephone calls, interviews, other assessments provided by you from other professionals, other written and verbal correspondence, referral information, payment arrangements or other dealings.

If I receive information about you from another party (school/college/employer etc) I will send this privacy information to you within one calendar month or at the first point I contact you.

### **What about Special Categories of personal data**

Personal data relating to race, ethnicity, health, political opinions, religious beliefs, trade union membership, genetic data, biometric data or sexual orientation will not be collected unless it is in your best interests and/or processing is necessary to support your case. In this case I will use this information only with your express consent.

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

Your personal data will not be shared with any third party except in the following exceptional context: information may need to be shared with Howdens Insurance who provide business insurance. They are an independent data controller who hold information confidentially in line with our contract.

The reports written will not be shared with schools, colleges, workplaces and universities or other bodies unless you explicitly consent to this and request this by email:

[melstrachan68@gmail.com](mailto:melstrachan68@gmail.com). At your request, personal or sensitive information may be removed from copies of reports sent to such institutions.

### **How long do I keep your personal data and where in the world is it held?**

I will retain your personal information for as long as is necessary for the purposes set out in this policy or as required by law:

For adults (over 18), data is kept six years from the date of assessment or until consent is withdrawn unless I need to retain it for legal reasons (e.g., financial records).

For minors, data is required to be kept until the individual turns 25 in accordance with legal obligations until consent is withdrawn unless I need to retain it for legal reasons (e.g., financial records).

Assessment papers and any paper reports are securely stored in the UK for the duration of the assessment period and then shredded.

Emails and any documents attached to emails are also stored securely in the UK and then deleted once the final assessment has been sent to you.

Your final assessment report will be stored securely in the UK.

## **GDPR: Your Personal Data Rights**

As a data subject, you have rights under the GDPR in relation to your personal data. In particular, at any time you may:

- request access to your personal data:
- request any rectifications/correction of your personal data to be made.;
- ask me to erase your data. In order to do this, please contact me either by email or post. Please note, that I am required by law to retain some data for legal and accounting purposes. This has the potential to limit the ability to fully erase your data.
- object to, and request restriction of processing your personal data and/or your data being moved or sent anywhere you do not want it to go. I will communicate any rectification or erasure of personal data to any recipient of your personal data unless it is impossible or involves a disproportionate effort.
- complain to the Information Commissioner's Office (ICO) at any time if you believe your personal data has been mishandled; and

withdraw your consent for me to hold or use your personal information (please note I do not require consent for some elements of use of personal data like financial records where the law gives me the ability to use personal data) For further information about your rights please see [For the public | ICO](#)

A fee will not be charged for compliance with any of the above requests, as long as the requests are not repetitive, excessive or unreasonable.

### **What I may need from you if you want to exercise your rights.**

I may need to request specific information from you to help confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. I may also contact you to ask you for further information in relation to your request to speed up our response.

If you have any questions about how I use your information, please contact me at [melstrachan68@gmail.com](mailto:melstrachan68@gmail.com).

Melanie Strachan-Dyslexia Diagnostics<sup>1</sup>

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<sup>1</sup> Updated Jan 2025