

Data Protection Policy

Fiona Dixon respects your privacy and pledges to keep your data safe.

We take your privacy seriously. In this Privacy Policy we explain when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Types of data collected

The data I collect include:

- Personal information – contact details, including home address, email address and telephone number
- Dates of meetings held with the client
- Family details, including details of other family members with whom the client has given me consent to liaise with

Sensitive Personal data with personal identifiers and biographical information include:

- Age and date of birth
- Details of why an individual seeks an assessment, including information about past assessments
- Information about medical conditions, disability or specific learning difficulties including other special educational needs
- Information about difficulties experienced, early life, school information
- Notes written during or after support or assessment
- Assessment scores, the clients writing and subsequent diagnostic report

Why I collect this information

This information is required to plan and provide the assessment/specialist support the client has requested.

How I will store the data

All data will be stored securely at my address (see below) and where available digitally. Reports will be sent to the client by email as a secure PDF. This is a confidential document.

3 Kitson Road
London. SW13 9HJ

Who might I share this information with?

I will not share this information without permission from the parents – or assessee if over 18.

On occasions, I may share sections of a report or a whole report that has been anonymised and any identifying information removed, amongst professionals for the purpose of

appraisal, evaluation, sharing good practice or training. I may share anonymised reports with the BDA or Patoss for their evaluation and assessment.

Access to your personal information

Under GDPR, the data subject has the right to access and amend any of their personal data that we hold.

You are entitled to view, amend, or delete the personal information that we hold. Email your request to summitdyslexia@outlook.com

Note: Requests from clients/earners to delete data relating to an individual will be considered on a case by case basis but we may be unable to remove all assessment records/support notes for legal reasons.

Changes to this Privacy Notice

This policy was created on 10th October 2020 and will be reviewed annually.