Privacy Statement 360 Dyslexia Ltd January 2022

Information about Us

360 Dyslexia Ltd is the company name of the limited company of Vicki Lader

Data Protection Officer : Vicki Lader

Email address: 360dyslexia@gmail.com

Office Address: Flat3, 9 Stanford Avenue, Brighton BN16AD

Telephone 07887971910

360 Dyslexia Ltd is a small company with a focus on assessment and support to individuals who have dyslexia and other Specific Learning Difficulties (SpLD).  This privacy policy explains how any personal information that I collect is used when you contact me or use my services.

This policy aims to be in line with the new General Data Protection Regulation (GDPR) legislation.  By providing me with your personal information you accept and consent to the practices described in this policy.

I am registered with the Information Commissioner's Office, the regulator of the Data Protection Act 1998 and abide by its requirements. Registration number ZB290967

**What Information I Collect & Why**

**WHAT INFORMATION DO WE COLLECT FROM OUR CLIENTS?**

Depending on the service we are providing, we may collect the following data from children and adults. We collect this through paper and electronic application forms and questionnaires and documentation provided by you, over the phone, by email or submitted online:

* Name (Title, First and Surname);
* Home address;
* Email address;
* Telephone number;
* Payment information
* Medical/disability information;
* Date of birth;
* Gender;
* Background information on the child or adult being assessed or tutored (collected from child/parents/school);
* Notes on strengths/weaknesses/areas of need.

**How Your Data is Handled**

I only use the information that may identify you in accordance with GDPR.  This requires me to process personal data only if there is a legitimate basis for doing so and that any processing must be fair and lawful.  Within the Specific Learning Difficulty sector I have a duty of confidence, which means that I treat all information confidentially and it is only used for the purpose of providing an assessment or support.

Your personal data is processed by me personally.  I follow very strict security procedures in the storage and disclosure of your information, and all computer systems are password protected.  Paper copies of answers and responses from the assessments are stored in a locked filing cabinet.

I do not sell, rent or exchange your personal data with any third party.  I will not share your information for marketing purposes with any third-party companies.  I only use your contact details to supply you with information, visit you or send you an invoice or assessment report.

**How Long I Store Your Data**

I store your personal data (name, address, contact details, questionnaire responses and assessment reports) for the period recommended by the professional associations (British Dyslexia Association and Patoss) after which time it will be destroyed.

**Your Data Protection Rights**

You have the right to view, amend, delete or have a copy of data that can identify you, with some exceptions.  You do not need to give a reason to see your data. Please contact me by email to do so.

In addition to any data that you provide, these sites may collect, (automatically through monitoring tools), the Internet protocol, (IP), address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history.

The website for the company, 360dyslexia.co.uk is hosted on the Wix.com platform. Wix.com provides the online platform in order to sell our products and services to you. Your data may be stored through Wix.com’s data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. For more information, please see Wix.com’s Privacy Policy.