



## Nurture Success Privacy Notice

Nurture Success takes your privacy seriously. In this Privacy Policy, we provide information on 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 we collect

#### Client/learner information

When a client contacts us to request tuition, consultation or assessment, we will need to collect certain information to enable us to provide the service. This may include:

- Contact details – for example home address, email address and telephone number
- School name and address
- Name of doctor and relevant medical issues, for example, allergies, hearing or sight impairment
- Date of birth
- Sensitive personal data – details of why support is needed, information on educational history, details of learning difficulties, information on support that the learner may have had in the past, assessment data, any notes written during and after sessions with the learner
- Dates of meetings held with a client/learner
- Family Details – emergency contact details and information relevant to an understanding of the child's needs, for example, family history of dyslexia

### Why we collect this information

We collect this information to plan and provide the specialist support that the client has requested, for example, to inform tuition, consultation or assessment.

## Who might we share this information with?

As a specialist dyslexia assessor with an Assessment Practising Certificate (APC), I am registered with a professional association of teachers of students with specific learning difficulties (Patoss). This organisation shares data with the SpLD Assessment Standards Committee (SASC). We may also share data or reports with other tutors or assessors or with Patoss for reasons linked to professional development. However, please be assured that all data shared will be anonymised. No other data is shared with anyone other than the client unless the client has given permission. All personal data is held securely on a password protected computer or in a locked cabinet. Reports are encrypted before being emailed to the client.

## Access to your personal information

You are entitled to view, amend, or delete personal information that we hold. Email your request to Dr Jenny Morris at [jm@nurtureuccess.co.uk](mailto:jm@nurtureuccess.co.uk).

*Note: Requests from clients to delete data relating to an individual will be considered on a case-by-case basis but we may be unable to remove all data for legal reasons*

## Changes to this Privacy Notice

Our Nurture Success Privacy Notice was reviewed on 16<sup>th</sup> March 2021 and will be updated in 12 months.