



## Specialist Assessment

# Privacy Policy

## General Data Protection Regulations (GDPR)

### **Information**

Robbins Specialist Assessment is the company name of the sole trader business of Michaela Robbins.

Data Protection Officer: Michaela Robbins

Email address: [robbins-sa@outlook.com](mailto:robbins-sa@outlook.com)

Office address: 9 Maylands Place, Barrowford, Lancashire, BB9 8RA

Telephone: 07837 820442

### **Overview**

At Robbins Specialist Assessment I am committed to respecting the privacy and protecting the data of my clients and employees. I protect the privacy of all who share personal data with me via email, post, text, phone or website: [www.robbins-sa.co.uk](http://www.robbins-sa.co.uk).

I will only collect and use personal data in ways that are described in this policy.

I have strict policies and procedures in place to protect your data when you send it to me and when I process it to provide you with the services you have requested.

The data you provide will be used only for the efficient provision of agreed upon services and it will not be shared with anyone else unless explicitly stated in this document.

You have the right to see what data I hold on you and request that any data held is amended or deleted. Please contact the relevant Data Protection Officer, (listed above) if you have any concerns or queries.

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

Registration number: Michaela Robbins ZA798863

### ***Client Information***

When a client contacts me to provide an assessment of SpLD, I collect a range of information to enable me to fulfil that service provision. This includes:

- Contact details e.g. home address, email address and telephone number.
- Family details e.g. details of other family members with whom a client has given me consent to liaise.
- Pre-assessment questionnaires completed by the client, client's parent and school/college/workplace with whom a client has given me consent to liaise and notes written during lesson observation and meetings.
- Sensitive personal data e.g. details of why an individual seeks an assessment, details of a disability or specific learning difficulty, details of support a client may have had in the past, assessment data and notes written during and after assessment sessions or after other contact with client.
- Dates of meetings held with a client.

I collect this information to plan and provide the assessment that the client has requested.

This information is not shared with any other individual or organisation, without the client's express, written consent. Both paper and electronic records are kept securely.

### ***School Information***

When a school contacts me to provide assessment for access arrangements, I collect a range of information on examination candidates from the school SENCO, to enable me to fulfil that service provision. For each candidate, this comprises of the student's history of need, which may include any of the following information:

- Name, date of birth and candidate number.
- A profile which may include: the results of screening tests, previous specialist assessments, support plans in place for the candidate, school reports, information reported by subject teachers and support staff.
- Linguistic history
- History of learning difficulties
- How the candidate's difficulty currently impacts teaching and learning
- Details of current '**normal way of working**', which means the '**additional to or different from**' support and adjustments normally given in the classroom and in written tests, assessments and examinations.
- The access arrangements requested.

I collect this information electronically, to plan and provide the assessments for access arrangements that the SENCO has requested. When I have assessed a candidate, the record of that assessment is made electronically, on Section 2 of the JCQ Form 8 and returned to the SENCO. Form 8 is then kept securely stored by the school, along with the additional evidence that the school needs to collect of a candidate's '**normal way of working**'. When this evidence requirement is complete, the school may then make a secure online application for an award of access arrangements in examinations, to JCQ; whose decision is final.

No information on a school's examination candidate is ever stored or shared by me, except by express, written direction from the school SENCO or Head of Centre; or as required by law.

***How is data stored?***

I store the information collected electronically and/or on paper. Electronic data is kept on an internal hard drive.

In addition, files containing sensitive information, are password protected. Hard copies of documents are stored securely in a locked cupboard. I use email to transfer data, using password protection if it contains sensitive or highly confidential information.

***How long is your data kept?***

This will vary depending on the services provided. Please contact the Data Protection Officer listed at the beginning of this document.

I keep copies of assessment reports, (stored electronically), and test papers for the time required by law and as advised by our professional bodies. This may vary over time.

***What are your rights?***

You have several rights under the GDPR including data correction, data erasure, data restriction, data objection etc. For full details see <https://ico.org.uk/fororganisations/guide-to-the-general-data-protection-regulation-gdpr/individualrights/>.

You have the right to request your data, or withdraw your consent, as described below. Please contact me for information on any other rights mentioned above.

***How can you withdraw your consent?***

You have the right to have your personal data erased, "right to be forgotten". You can withdraw your consent by contacting the Data Protection Officer, (listed at the beginning of this document), verbally or in writing. If emailing, please ensure you put the subject as 'withdrawal of consent.' I will email you back to confirm your request. If you do not receive a response to your email, please contact me again. I will act upon your request without undue delay and within one month of receipt.

Please note that this right is not absolute – I am required to hold certain data for legal and accounting reasons.

***How can you get access to your personal data?***

If you want to know what personal data, I have about you or your child, you can ask me for details of that personal data and for a copy of it. This is known as a "subject access request". Please email the Data Protection Officer, (listed at the beginning of this document).

I will aim to reply to your request within one month, but in some cases, this can take up to three months.

### ***Complaints and Questions***

Please contact me in the first instance with any questions or complaints you may have.

07837 820442

[robbins-sa@outlook.com](mailto:robbins-sa@outlook.com)

### ***Updates to privacy policy***

I reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon posting on the website. If I make major changes to this policy, I will notify you here that it has been updated, so that you are aware of what information I collect, how I use it, and under what circumstances, if any, I use and/or disclose it.

If you would like to find out more about your rights and our obligation under the General Data Processing Regulation then please visit: <https://ico.org.uk/>