



Specialist Assessment

Privacy Notice

Robbins Specialist Assessment

Data Controller: Michaela Robbins

Website: www.robbsins-sa.co.uk

Email: robbsins-sa@outlook.com

Telephone: 07837 820442

ICO Registration Number: ZA798863

Last updated: 1st September 2026

1. Introduction

At Robbins Specialist Assessment, I am committed to respecting your privacy and protecting your personal data.

This Privacy Notice explains how I collect, use, store and protect personal information when providing specialist assessment services, including assessments for specific learning difficulties (SpLD) and assessments relating to examination access arrangements.

It applies to personal data provided to me by clients, parents or carers, schools, colleges, workplaces and other individuals or organisations involved in arranging or supporting an assessment.

I process personal data in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended from time to time.

2. Who is responsible for your personal data?

For the purposes of data protection legislation, Michaela Robbins, trading as Robbins Specialist Assessment, is the Data Controller for the personal data processed in connection with my services.

If you have any questions about how your personal data is handled, or wish to exercise any of your data protection rights, please contact me:

Email: robbsins-sa@outlook.com

Telephone: 07837 820442

Postal address: Available on request.

I am registered with the Information Commissioner's Office (ICO).

ICO registration number: ZA798863

I am not currently required to appoint a statutory Data Protection Officer. My contact for data protection matters is Michaela Robbins.

3. What personal information do I collect?

The information I collect depends on the service being provided.

Information provided directly by clients, parents or carers

This may include:

name;
date of birth;
home address;
email address;
telephone number;
information about parents, carers or other family members where relevant;
information provided in pre-assessment questionnaires;
educational and/or employment information;
information about previous assessments and support;
information about a specific learning difficulty or disability;
information about the reason for seeking an assessment;
information about previous and current educational support;
assessment results and assessment notes;
lesson observation notes;
information discussed during meetings or assessment sessions;
correspondence relating to the assessment; and
dates of appointments and meetings.
Information provided by schools, colleges or other organisations

Where I provide an assessment at the request of a school, college or other organisation, I may receive information from the SENCO, Head of Centre or another authorised member of staff.

This may include:

name;
date of birth;
examination candidate number;
history of need;
screening or assessment results;
previous specialist assessment reports;
school reports;
support plans;
information provided by subject teachers and support staff;
linguistic history;
history of learning difficulties;
information about how the candidate's difficulty affects teaching and learning;
details of the candidate's normal way of working;
details of additional or different support provided;
requested examination access arrangements; and
other information necessary to plan and carry out the requested assessment.

Where information is provided to me by a school or other organisation, the source of that information will normally be the organisation requesting the assessment.

4. Special category data

Some information processed as part of an assessment may constitute special category personal data under UK data protection legislation.

This may include information concerning a person's health, disability or specific learning difficulty.

I only process special category data where there is a lawful basis under Article 6 of the UK GDPR and an applicable condition under Article 9.

The specific lawful basis and special category condition relied upon will depend on the circumstances and purpose for which the information is being processed.

5. Why do I use your information?

I use personal information only where it is necessary and appropriate for the provision and administration of my services.

This may include:

arranging and administering assessments;
communicating with clients, parents, carers, schools and other authorised contacts;
reviewing information provided before an assessment;
carrying out specialist assessments;
observing a client's learning or working environment where this forms part of the agreed assessment;
preparing assessment reports;
providing information required for examination access arrangements;
communicating assessment outcomes to the person or organisation that commissioned the assessment;
maintaining appropriate professional records;
managing appointments and enquiries;
issuing invoices and maintaining financial records;
complying with legal and professional obligations;
maintaining appropriate insurance and professional indemnity arrangements; and
responding to legitimate requests from regulators, professional bodies, courts or law-enforcement authorities where legally required.

6. Our lawful bases for processing

Under UK data protection legislation, I must have a lawful basis for processing personal data.

Depending on the circumstances, I may rely on one or more of the following:

Contract: where processing is necessary to provide services that you have requested or to take steps at your request before entering into an agreement.

Legal obligation: where I am required to process or retain information to comply with a legal requirement.

Legitimate interests: where processing is necessary for legitimate business or professional interests and those interests are not overridden by your rights and interests.

Consent: where I have specifically asked for and obtained your consent to process information for a particular purpose.

Where I process special category data, I will also rely on an applicable Article 9 condition in addition to an Article 6 lawful basis.

Where processing is based on consent, you have the right to withdraw that consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before consent was withdrawn.

7. When might information be shared?

I treat personal information as confidential.

I will not routinely share your personal information with third parties unless this is necessary for the service being provided, you have authorised the disclosure, or I am legally required or permitted to disclose it.

Depending on the circumstances, information may be shared with:

the client;
a parent or person with parental responsibility, where appropriate;
the school, college or organisation that commissioned the assessment;

the SENCO or Head of Centre;
relevant examination or awarding organisations where this forms part of the agreed access-arrangements process;
professional advisers, insurers or professional bodies where necessary;
service providers who process personal data on my behalf, such as IT, email, secure storage or accounting providers; and
courts, regulators, law-enforcement agencies or other authorities where I am legally required to do so.

Where another organisation processes personal data on my behalf, I will take appropriate steps to ensure that it is subject to appropriate confidentiality, security and data protection requirements.

I will not sell personal information or use it for unrelated marketing purposes without an appropriate lawful basis.

8. School and examination access-arrangement assessments

Where I am commissioned by a school to assess a candidate for examination access arrangements, the school will normally provide the information necessary for me to carry out the assessment.

Following assessment, the relevant assessment information may be recorded on the applicable JCQ documentation, including Section 2 of Form 8 where appropriate.

The completed documentation is returned to the school, which is responsible for retaining the documentation and supporting evidence required for its examination-access-arrangements application.

The school may subsequently submit an application to the relevant examination/awarding organisation in accordance with the applicable examination regulations.

I will only retain information about a school candidate for as long as is necessary for the purposes for which it was collected, to comply with applicable legal/professional requirements, or in accordance with my documented retention schedule.

9. Confidentiality

I understand that information provided during an assessment may be highly personal or sensitive.

I will maintain the confidentiality of information obtained during my professional work, subject to:

your consent or the consent of an appropriately authorised person;
circumstances where disclosure is necessary for the provision of the service;
circumstances where disclosure is required or permitted by law; or
circumstances where disclosure is necessary to protect someone from serious harm or to comply with a professional or regulatory obligation.

10. How is personal data stored and protected?

I take appropriate technical and organisational measures to protect personal information against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or unauthorised access.

Depending on the type of information, safeguards may include:

password protection;
access controls;
secure electronic storage;
secure email practices;
protection of sensitive electronic files;
secure storage of paper records in locked storage;
appropriate backup arrangements;

secure disposal of confidential paper records; and
secure deletion of electronic information when it is no longer required.

I regularly review the security measures used to protect personal information.

11. Email and electronic communication

I may use email to communicate with clients, parents, schools and other authorised contacts.

Where sensitive or highly confidential information needs to be sent electronically, I will use appropriate security measures where reasonably practicable.

Please be aware that ordinary email communication cannot be guaranteed to be completely secure. Where appropriate, I may agree an alternative method of transferring particularly sensitive information.

12. International transfers

I do not intentionally transfer personal information outside the UK. Some of the service providers I use may operate internationally. Where this results in a transfer of personal data outside the UK, I will ensure that the transfer is subject to the safeguards required by applicable data protection legislation.

13. How long is personal data retained?

I retain personal information only for as long as it is necessary for the purpose for which it was collected, unless I am required to retain it for longer by law or professional requirements.

My retention periods are based on the type of record, the purpose for which it is held, professional requirements, legal obligations, insurance requirements and any other applicable requirements.

When personal information is no longer required, it will be securely deleted, destroyed or anonymised as appropriate.

14. Your data protection rights

Depending on the circumstances, you may have rights under UK data protection legislation, including:

- the right to be informed about how your personal information is used;
- the right of access to your personal information;
- the right to have inaccurate information corrected;
- the right to request erasure of personal information in certain circumstances;
- the right to request restriction of processing in certain circumstances;
- the right to object to certain processing;
- the right to data portability in certain circumstances; and
- where processing is based on consent, the right to withdraw consent.

These rights are not absolute and some exceptions apply.

For example, I may need to retain certain information because of legal, professional, insurance or accounting requirements.

15. How can I request access to my information?

You can ask for a copy of the personal information I hold about you or your child. This is known as a Subject Access Request (SAR).

Requests should normally be made in writing to:

Email: robbins-sa@outlook.com

Telephone: 07837 820442

I may need to verify your identity before providing personal information.

I will normally respond to a valid request without undue delay and within one month of receiving the request and any information reasonably required to verify your identity.

In certain circumstances, the response period may be extended in accordance with applicable data protection legislation.

16. How can I request correction or deletion?

If you believe that information I hold about you is inaccurate or incomplete, please contact me and explain what needs to be corrected.

You may also request deletion of your personal information where the legal requirements for erasure are met.

I will consider each request in accordance with applicable data protection legislation. I may be required to retain some information despite a request for deletion.

17. Withdrawal of consent

Where I rely on your consent to process personal information, you may withdraw that consent at any time.

To withdraw consent, please contact:

Email: robbins-sa@outlook.com

Telephone: 07837 820442

Please state clearly which consent you wish to withdraw.

Withdrawal of consent does not affect the lawfulness of any processing carried out before consent was withdrawn. It also does not require me to delete information where another lawful basis or legal obligation permits or requires me to retain it.

18. Children and young people

Some of my services involve the assessment of children and young people.

I take particular care when processing children's personal information and only collect information that is relevant and necessary for the assessment or related service.

Where appropriate, I will communicate with parents, carers, schools and young people in a manner appropriate to their age and circumstances.

Where a parent, carer or school provides information about a child, I will process that information for the purposes explained in this Privacy Notice.

19. Website and cookies

My website may collect limited technical information when you visit it.

Where cookies or similar technologies require consent, I will obtain consent in accordance with applicable requirements.

20. Automated decision-making and profiling

I do not use your personal information to make solely automated decisions that have legal or similarly significant effects on you.

I do not carry out profiling for advertising or marketing purposes.

21. Complaints

If you have a question or concern about how I have handled your personal information, please contact me in the first instance:

Michaela Robbins
Email: robbins-sa@outlook.com
Telephone: 07837 820442

I will investigate your concern and respond as soon as reasonably practicable.

You also have the right to complain directly to the Information Commissioner's Office (ICO) if you believe that your personal data has been handled unlawfully.

The ICO can be contacted through its website:

<https://ico.org.uk/make-a-complaint/>

The ICO's general website is:

<https://ico.org.uk/>

22. Changes to this Privacy Notice

I may update this Privacy Notice from time to time to reflect changes in my services, legal requirements, technology or the way in which I process personal information.

The most recent version will be published on my website.

Where a change is significant, I will take reasonable steps to bring the change to the attention of affected individuals where appropriate.

Date of last review: 01/09/2026