



Privacy Statement

1. Introduction

The Special Educational Needs and Disability Consultants Limited [The SEND Consultants Ltd] is committed to protecting the privacy and security of the individuals we support. We provide teaching, assessment, and diagnostic services for Specific Learning Difficulties (SpLDs), including dyslexia, dyspraxia, dyscalculia, ADHD, and related conditions. This Privacy Statement explains how we collect, use, store, and share personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data We Collect

We collect and process the following categories of information:

- Personal Information — name, date of birth, contact details, parent/guardian details (if applicable).
- Educational Information — school/college/university details, academic history, learning support records.
- Health and Diagnostic Information — relevant medical history, previous assessments, diagnostic reports, and information shared during screening or full diagnostic evaluations.
- Assessment Data — test results, observations, session notes, and recommendations.
- Payment Information — invoices, payment records, and funding body details (e.g., DSA, local authority).
- Communication Records — emails, messages, consent forms, and service agreements.

We only collect information that is necessary for delivering our services.



3. How We Use Your Information

We use personal data to:

- Provide SpLD teaching and support
- Conduct diagnostic assessments
- Prepare reports and recommendations
- Communicate with clients, parents, and professionals
- Meet legal, safeguarding, and regulatory obligations
- Manage bookings, payments, and administration

We do not use personal data for marketing without explicit consent.

4. Lawful Basis for Processing

We process data under the following lawful bases:

- Consent — for assessments, sharing reports, and optional communications.
- Contract — to deliver teaching or diagnostic services.
- Legal Obligation — safeguarding, financial record-keeping, and statutory reporting.
- Legitimate Interests — service improvement and internal administration.
- Special Category Data — processed under Article 9(2)(a) (explicit consent) and 9(2)(h) (health/diagnostic services).

5. How We Store and Protect Your Data

We take data security seriously. Your information is stored using:

- Encrypted digital systems
- Password-protected devices
- Secure cloud storage compliant with UK GDPR
- Restricted access for authorised staff only
- Paper records (if used) are kept in locked storage facilities located within locked offices/buildings.



We retain data only for as long as necessary—typically 6 years when conducting adult assessments and when conducting assessments for children data is stored until the child reaches the age of 24 years, unless legal requirements specify otherwise.

6. Sharing Your Information

We only share information when necessary and with your consent, except where legally required. Information may be shared with:

- Parents or guardians (for children or dependants)
- Schools, universities, or employers
- Funding bodies such as DSA
- Healthcare or educational professionals
- Regulatory or safeguarding authorities

We never sell personal data.

7. Your Rights

Under UK GDPR, you have the right to:

- Access your data
- Request corrections
- Request deletion
- Restrict processing
- Object to processing
- Withdraw consent
- Data portability

To exercise these rights, contact us using the details below.

8. Contact Details



If you have questions about this Privacy Statement or how your data is handled, please contact:

Data Protection Lead: **Daniel Speight**

The SEND Consultants Ltd

51 Green Street, Hoyland, Barnsley, S74 9RF

Info@thesendconsultants.co.uk

07760999507

You also have the right to raise concerns with the Information Commissioner's Office (ICO). Our ICO registration Number is: ZA777230

9. Updates to This Privacy Statement

We may update this Privacy Statement periodically. The latest version will always be available on our website or upon request.