



Data Protection Statement / Privacy Notice

SUMMARY

Contour Assessments is a privately run, Diagnostic Assessment service.

Data Protection

Contour Assessments is registered with the ICO (Information Commissioners Office) as a 'data controller' and so has a duty to ensure that all personal or sensitive data is:

- Processed lawfully, fairly and transparently.
- Collected only for specific legitimate purposes, for which Contour Assessments has been contracted.

In this regard, Contour Assessments certifies that the personal information gathered prior to and during the assessment (including test results) and upon which a diagnostic report is based, is held securely and confidentially, through proportionate physical and technical means in line with the EU General Data Protection Regulation (GDPR) of May 2018 (incorporated within the UK GDPR of January 2020).

- *The information retained by Contour Assessments will have been supplied by you or by others with your permission, or in the case of children under the age of 18, by those with parental consent.*
- *Only such information as will offer guidance in the preparation or delivery of our services (including Diagnostic Assessment Reports), will be requested or retained.*

Confidential Information:

1. The personal information held by Contour Assessments is confidential and will be treated as such.
2. Information will not be shared with anyone without your permission.
3. Only in exceptional circumstances will information be disclosed to a third party, (e.g. If we are required by law.)

Secure Storage of Data:

1. All records are stored securely.
2. Specialist diagnostic or assessment reports carried out by Contour Assessments will be stored for a period of six (6) years.
3. After this time, all such records, will be destroyed, so it is strongly recommended that you keep your own copies safe.

Service users, as 'data subjects' have certain rights under the GDPR, including the right of access to any personal data held about them by a data controller. In addition Service users of Contour Assessments can at any time after the conclusion of the service, revoke their consent for the storage of such data.

Types of Information Stored

The personal information relating to our service users may be acquired from schools, colleges or universities; private tutors; Local Education Authorities (LEA), Family Members (usually parents or guardians) and, on occasion from The Department for Education (DfE).

Contour Assessments may store, through proportionate physical and technical means, any or all of the following types of information

- Personal information such as Date of Birth, address and contact details
- Summarised family, employment and/or academic history
- Summarised medical history
- Assessment or test results
- Details of prior diagnostic assessments
- Handwritten notes taken during assessments
- Personal Characteristics such as a recent photograph
- Information pertaining to ethnic origin or first language.

We hold this personal data in order to:

- Support the assessment of our service users
- To monitor and report on their educational needs and progress.
- To provide appropriate pastoral care
- To periodically assess the quality of our services.
- To provide service users with additional information on services appropriate to their diagnostic assessment. No information will be used for the purposes of direct marketing.

How we use and store your information:

Any information acquired by Contour Assessments, during the preparation or delivery of our services, is deemed private and will be treated in the strictest confidence.

- To ensure this, measures have been taken to store such information securely (either in paper form or electronically), through proportionate physical and technical means.
- Contour Assessments ensures that any independent contractors employed by us, are GDPR compliant and that they will handle any and all information acquired during the course of their work, within the guidelines laid out by our data protection policy and procedures

Access to your Information:

Any service user (or the parent/guardian of a child under the age of 18), wishing to obtain copies of the information held on them, should contact us at contourassessments@icloud.com; telephone 07761755012

A small administration fee will be payable