CONTOUR ASSESSMENTS

**Complete Data Protection Statement / Privacy Notice**

Contour Assessments is a privately run, teaching and Diagnostic Assessment service.

**Data Protection**

Contour Assessments stores certain types of records or personal and sensitive data (listed below), on their clients or service users, relating to the specific tasks for which Contour Assessments has been contracted. This data will have been gathered with your consent and we will always ask your permission to retain it.

Once this data is gathered, Contour Assessments is committed to its safe management through proportionate physical and technical means, in line with the EU General Data Protection Regulation (GDPR) of May 2018.

Contour Assessments is registered with the ICO (Information Commissioners Office) as a ‘data controller’ and as such has a duty to ensure that all personal or sensitive data stored with us, is:

* Processed lawfully, fairly and transparently.
* Collected only for specific legitimate purposes.
* Adequate, relevant and limited to what is necessary.
* Accurate and kept up to date.
* Stored only as long as is necessary.
* Stored with appropriate security, accountability, integrity and confidentiality

**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 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. Teaching records will be stored for a period of five (5) years;
3. Specialist diagnostic or assessment reports (along with the testing material used to compile such reports) will be stored for a period of six (6) years.
4. After this time, all such records, will be destroyed, so it is strongly recommended that you keep your copies safe.

**Details of the Information we hold**:

* *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 taught sessions and Diagnostic Assessment Reports), will be requested.*
* *Any information not listed here, but which in individual cases, it might be necessary to request, will be treated in the same secure and confidential manner.*

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

Name, Date of Birth, address and contact details at the time of assessment

Summarised **Family History**

Summarised **Employment History**

**Academic History**, Including details of the school, college, university or other academic establishment attended at the time of contact with Contour Assessments.

Additional **Academic Information** Including examples of written work, supplied by a school, college, university, private tutor or other academic establishment.

**Assessment Results** Including handwritten test results, completed during assessment or taught sessions.

Details and results of any **Assessments**, undertaken prior to your meeting with Contour Assessments.

Details of **Medical History** or **Special Educational Need**

**Handwritten notes** taken during taught sessions or diagnostic assessments

**Personal Characteristics** Including photographs, taken during the course of an assessment or taught session.

Information pertaining to **Ethnic Origin**

**We hold this personal data in order to:**

* Support the assessment and learning 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 specialist support

We will not process personal or sensitive data for the purpose of direct marketing

**How we use and store your information:**

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).

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

* We will not share information about our service users to anyone without their consent (or the consent of a parent/guardian, if the service user is under 18 years) unless the law allows or requires it.
* 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 and all staff and/or contractors working for us, will sign a Data Protection agreement, which prohibits them from releasing to unauthorised persons, any information acquired during the course of their employment.

* This includes information relating to service users and their families, other employees and the company itself.

Contour Assessments also ensures that any independent contractors employed by us, are GDPR compliant and that they will handle any and all information within the guidelines laid out by our data protection policy and procedures

**Access to your Information**:

1. Service users of Contour Assessments have the right to view their personal data and/or obtain copies of it.
2. Service users of Contour Assessments can at any time after the conclusion of the service, revoke their consent for the storage of such data.

**Access Requests:**

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.

You may therefore request details of personal information which we hold about you. A small administration fee will be payable.

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 or write to Contour Assessments, Cholwell House, The Batch, Butcombe, Bristol BS40 7UY.