



Data Protection Policy

Introduction

Davis Learning Foundation retains certain information about its customers in order to meet their support requirements and monitor services provided.

Davis Learning Foundation will only share information about customers with their explicit consent. If the data is shared or used for research purposes, it will be made anonymous.

Davis Learning Foundation will comply with the Data Protection Principles as set out in the General Data Protection Regulations (GDPR) 2018. Information will be used fairly, stored safely and not disclosed to any other person unlawfully.

Data Controller

The data controller is Richard Whitehead and is responsible for

- data records and processing
- reporting any data breaches

Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our website. This includes information subscribing to our services or requesting further services.
- If you contacted us, we may keep a record of that correspondence.
- Information that we require to support your training objectives.
- Copies of documents from other parties which have been provided to us by you.
- Photographs.
- We may ask you to complete surveys that we use for research purposes, although you do not have to respond to them. Survey data will be made anonymous.
- Information that we require in to process invoices, receipts and to file tax returns.

We will ensure that the data held is accurate, adequate, relevant and not excessive.

Additionally, if you submit Field Assignments or case reports to us, these will require photographs and descriptions of work done by your clients. We ask you to avoid sending us photographs of clients that would identify who they are. We also ask you to anonymise references to your clients in your assignments and reports.

Where we store your personal data

The data that we collect from you will be stored securely and cannot be accessed by anyone without appropriate authority to do so. All data will be password protected or locked away.

Information will only be kept for as long as it is required to provide support and for six years after final contact.

Davis Learning Foundation, 47 – 49 Church Street, Great Malvern, Worcestershire WR14 2AA

Tel: +44 (0)1684 574072 Email: info@davislearningfoundation.org.uk www.davislearningfoundation.org.uk

All other data will be destroyed unless required for tax records. Tax records will include copies of invoices and receipts.

Uses made of the information

We use information held about you in the following ways:

- To provide you with information, products or services that you have requested.
- To provide you with information, products or services that we feel may be of interest to you, if you have requested this.
- To carry out our obligations arising from any contracts entered into between you and us, including the management and supervision of your training.
- For administration purposes including invoices and receipts and training effectiveness assessments.
- To enable us to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published.

Disclosure of your information

For certain training modules and for licence renewal case reports, Davis Learning Foundation sometimes hires Davis Workshop Presenters and Davis Dyslexia Programme Specialists who are not directly employed by us. Davis Learning Foundation also communicates closely with its parent association, Davis Dyslexia Association International (DDAI), which is the licensing body for our professional members. These parties are deemed to have a legitimate interest in certain data and documentation pertaining to the training and membership status of our clients. We will only share with these individuals and organisations the data and documentation needed to ensure we can provide you with a high-quality training and membership service. These parties have an agreement with us to maintain the security and privacy of this information.

We will request your permission should it be necessary to disclose relevant information to other people and/or organisations who 'need to know' to support you effectively.

Access to information

You have the right to request a copy of the information which is held about you. If you wish to exercise this right, please make the request in writing to:

Richard Whitehead
Davis Learning Foundation
47 – 49 Church Street
Malvern
Worcestershire WR14 2AA, UK
Email: richard@davislearningfoundation.org.uk
Tel: +44 (0)330 001 0680

You have the right

- to challenge and correct any information that we hold about you
- to have inaccurate personal data rectified or completed
- to insist on the deletion of the information we hold about you
- to restrict the use of your personal data.

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