This policy outlines what information is stored and why and how it is kept. It also includes details of what happens to the data once the assessment has been complete or the tutoring has finished.

Please read and contact me if you have any questions or queries.

Any request to view the data held should be directed to me and we will arrange a suitable time and way for you to see the information.

What information is collected and why is information collected?

Tutoring

* Name, address, phone number and email of student and parents – in order to be able to keep in contact, to arrange/rearrange tutoring sessions, to send details of tutoring targets and progress, to invoice for sessions
* Diagnostic reports (where applicable) – provides information on the learners needs, this informs the tutoring process.
* School reports/updates/IEPs etc – provides information on learner’s current progress in school and areas to work on in tutoring sessions.
* Plan for tutoring sessions and outcomes – this ensures that sessions are targeted at the learning needs.

Assessment

* Name, address, phone number and email of parents or adult arranging assessment – in order to be able to keep in contact, arrange the assessment session, exchange information or answer questions, invoice for assessment.
* Family or Adult Questionnaire – this provides essential background information with ensures the validity of any diagnosis and informs recommendations for the future.
* School Questionnaire, reports, IEPs etc. - this provides essential background information with ensures the validity of any diagnosis and informs recommendations for the future.
* Assessment session planning sheet – this is used to personalise the session to the individual and to record observations and comments made during the session. These observations and comments are an essential aspect of the diagnostic process.
* Assessment record sheets – these are used to record the leaner’s responses to the test items. They are then used to obtain a score for the test.
* Diagnostic report – this is the report that collates all the data collected and explains the diagnostic outcome.

How is information shared?

Tutoring

* The targets and progress against targets are shared with the parents and the student.
* Information on targets and progress can be shared with the learner’s school but only with the express permission of the parents.

Assessment

* A first draft of the diagnostic report is sent in an email as a PDF file which is password protected to the parent or adult that commission the assessment. This is for them to check the background information.
* The password is sent in a separate email.
* Once the background information has been agreed a final signed version is sent as above.
* The report is then the property of the parent or adult who commissioned it and may be shared as they feel appropriate.
* Aspects of the report can be discussed with the learner’s school/college etc with the permission of the parents/adult.

How long is information stored for?

Tutoring

* All information is only stored for the duration of the tutoring sessions. Paper copies of information is destroyed, electronic copies are deleted.
* Contact details of parents may be retained with permission.

Assessment

* Hard copies of the questionnaires, any other school/college information, the assessment planning sheet, assessment record sheets are kept in a locked draw in a filing cabinet in the assessor’s office for a period of 5 years. This information is kept in case of future queries, for example in relation to an application for exam Access Arrangements or an EHCP.
* Any hard copies of the drafts of the diagnostic report are destroyed.
* Electronic copies of the questionnaires, any other school/college information and the diagnostic report are kept on a password protected laptop. Files are uploaded to iCloud.

How is the information kept secure?

Tutoring and Assessment

* Paper copies of records are kept in a specific folder. This folder is either in use and therefore is on my person or is in my office in a lockable draw of a filling cabinet.
* Electronic copies of records are stored on devices which are password/number protected.