

**The Assessment Centre
The Unicorn Trust
Marcham Road
Abingdon
OX14 1AA**



Who we are

The Unicorn School offers private assessments for dyslexia and dyscalculia. The assessments are carried out by experienced diagnostic assessors who teach and work with individuals who have dyslexia, dyscalculia, and associated learning differences. Each assessor holds a current Assessment Practising Certificate (APC) and they all have DBS clearance.

The Unicorn School (“the School”) is the trading name of The Unicorn School Limited whose Registered Office is 238 Kew Road, Richmond, Surrey, TW9 3JX.

Types of data we collect

When a client contacts us to provide a specialist assessment, we collect a range of information to enable us to fulfil that service provision. This might include the following:

- Personal identifiers and biographical information, for example - date of birth.
- Contact details such as home address, school address, personal or school email address and telephone number.
- Sensitive personal data, for example: details of why an individual seeks an assessment; information about early childhood development; details about any pre-existing or existing medical conditions; details of a disability or specific learning difficulty; details of support a client/learner may have had in the past; assessment data or reports; and notes written during and after support or assessment sessions or after other contact with client/learner.
- Dates of meetings held with a client.

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Why we collect this information

We collect information in order to plan and provide the specialist assessment the learner has requested. Background information is vital for the full assessment report and the assessment cannot go ahead without it.

Who might we share this information with?

As APC registered assessors are required to renew their qualification every three years, a fully anonymised copy of the report and assessment papers may be shared with one of the following regulatory bodies: PATOSS, the BDA, or the Dyslexia Guild.

Access to your personal information

Unless they are retained by assessors for renewing their APC qualification, test papers will be confidentially destroyed after one month of the date of assessment. Background information questionnaires from parents, school or other professionals/therapists will always be destroyed after one month.

An electronic copy of the report will be stored securely by The Unicorn School until the young person reaches 24 years of age.

If you have any specific queries about how this policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Lead Assessor on assessments@unicornschoo.org.uk. However, please be aware that we may be unable to remove all assessment records for legal reasons.

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Changes to this Privacy Notice

This privacy policy was last reviewed on 26th August 2024. It will be reviewed annually by the Lead Assessor and the Bursar at The Unicorn School.