**GDPR Privacy Notice**

**​**Cog-Ed is committed to ensuring that your privacy is protected. This Privacy Notice explains how we collect and use  Personal Information that you provide to us, and how we safeguard the privacy of such information.

​**The Information we Collect ​**

In order to undertake an educational assessment we collect basic information such as your name, date of birth, school/work and home address.  This information is required to be stated on your report.  We require birth date in order to compute test scores and compare to standardised.

We collect background information from the child/ parent and school as appropriate and any relevant previous report data  that will assist with the assessment, which may include medical information and family history.  (you are under no obligation to provide this information and only relevant information will be included in the report).

​For psychological services and training services we collect the information required for the services you require and retain such information for the duration of the services.

**​​Storing your information**

The Patoss requirements is for all assessments and working papers to be kept securely for 6 years after a child reaches their 18th birthday, reports will be stored on a password protected computer and a back up is stored on an encrypted external hard drive, copies of reports are required for this length of time under PATOSS regulations in case they are needed for any purpose under law.

If deletion is required a written request should be sent for consideration stating the reasons.

Tuition papers and data obtained during psychological services and training services will be destroyed when the services ceases.

**​Website Privacy**

We hold no responsibility for search engine tracking.   You are able to contact us via our website direct to our webmail/phone and by doing so you consent to us using your information to contact you as appropriate for the service required.

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**Disclosure and Use of Data**

We comply with Data Protection laws in the UK and take all reasonable care to prevent any unauthorised access to and use of your personal data.  Your personal data will be kept confidential and only be used for the services you require.

We do not operate mailing lists and you personal information will not be passed to any third party organisation for marketing purposes,

We reserve the right to disclose data to any third party with a legal right to request such information. We also reserve the right to refer if a safeguarding issue is identified.

​**Consent and Changes to the Privacy Policy**

By using our services you consent to our collection and use of your Personal Information as stated above.

If we need to amend the Privacy Policy we will inform all concerned parties and update this page accordingly.

If you would like to obtain your data please contact us.

Deborah Miller