



Cheshire Dyslexia!a Services

Cheshire Dyslexia Services
Covering Chester and Surrounding Areas

Email: Clare@CheshireDyslexiaServices.co.uk

Website: www.cheshiredyslexiaservices.co.uk

Cheshire Dyslexia Services GDPR Policy

1. Introduction:

Cheshire Dyslexia Services is committed to ensuring the protection and privacy of personal data in accordance with the General Data Protection Regulation (GDPR) and other relevant data protection laws. This policy outlines our approach to data protection and our commitment to compliance with GDPR requirements.

2. Scope:

This policy applies to all personal data processed by Cheshire Dyslexia Services including data relating to employees, customers, suppliers, and any other individuals whose data we may process.

3. Principles of Data Protection:

- **Lawfulness, Fairness, and Transparency:** We will process personal data lawfully, fairly, and transparently, ensuring individuals are aware of how their data is being used.
- **Purpose Limitation:** We will only collect and process personal data for specified, explicit, and legitimate purposes, and not further process the data in a manner that is incompatible with those purposes.
- **Data Minimization:** We will only collect and process personal data that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- **Accuracy:** We will ensure that personal data is accurate and, where necessary, kept up to date. We will take reasonable steps to rectify or delete inaccurate data without delay.
- **Storage Limitation:** We will not keep personal data in a form that permits identification of individuals for longer than is necessary for the purposes for which the data is processed.
- **Integrity and Confidentiality:** We will process personal data in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and accidental loss, destruction, or damage.

4. Data Protection Responsibilities:

*Registered with PATOSS, The BDA
and SASC.*





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- Data Controller: Cheshire Dyslexia Services is the data controller responsible for determining the purposes and means of processing personal data.
- Data Processor: Cheshire Dyslexia Services may engage data processors to process personal data on our behalf. We will only engage processors who provide sufficient guarantees of compliance with GDPR requirements.
- Data Protection Officer (DPO): Cheshire Dyslexia Services has appointed a Data Protection Officer responsible for overseeing compliance with GDPR and providing advice and guidance on data protection matters.

5. Data Subject Rights:

- Right to Access: Individuals have the right to request access to their personal data and information about how it is being processed.
- Right to Rectification: Individuals have the right to request the correction of inaccurate or incomplete personal data.
- Right to Erasure: Individuals have the right to request the deletion of their personal data in certain circumstances.
- Right to Restriction of Processing: Individuals have the right to request the restriction of processing of their personal data in certain circumstances.
- Right to Data Portability: Individuals have the right to receive their personal data in a structured, commonly used, and machine-readable format, and to transmit it to another controller.
- Right to Object: Individuals have the right to object to the processing of their personal data in certain circumstances, including for direct marketing purposes.

6. Data Breach Management:

Cheshire Dyslexia Services has established procedures for detecting, reporting, and investigating personal data breaches. In the event of a data breach, we will notify the relevant supervisory authority and affected individuals without undue delay, where required by law.

7. Data Protection Impact Assessments (DPIAs):

Cheshire Dyslexia Services will conduct DPIAs where processing operations are likely to result in a high risk to the rights and freedoms of individuals. DPIAs will assess the necessity, proportionality, and risks of the processing and implement measures to

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mitigate those risks.

8. Training and Awareness:

Cheshire Dyslexia Services will provide training and awareness-raising activities to ensure that employees understand their data protection responsibilities and comply with GDPR requirements.

9. Compliance Monitoring and Review:

Cheshire Dyslexia Services will regularly monitor compliance with GDPR requirements and review this policy and associated procedures to ensure they remain effective and up to date.

10. Conclusion:

Cheshire Dyslexia Services is committed to protecting the privacy and rights of individuals and ensuring compliance with GDPR requirements. This policy reflects our commitment to responsible data handling practices and continuous improvement in data protection.

Signed: *C. Wild*

Name: Clare Wild

Position: Business Owner

Date 28th July 2024

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