



Shropshire Dyslexia Association

Registered Charity No 513065

Email: info@thesda.org.uk

PRIVACY POLICY

The Shropshire Dyslexia Association (SDA) is a county wide charity that supports individuals who are dyslexic. In order to further our aims, we may provide products or services to individuals, groups and other interested parties.

The SDA is part of a group of National Local Dyslexia Associations who opted for membership with the British Dyslexia Association (BDA), enabling our members automatic rights to the benefit of full membership with the BDA.

This privacy policy explains how we use any personal information that we collect when you contact us or use our services. The website of the SDA does not use cookies.

We will not share any of your personal details with anybody outside of the SDA/BDA without your express permission e.g. tutors and assessors who request to be put on our website list.

By providing us with your personal information you accept and consent to the practices described in this policy.

For the purposes of the General Data Protection Regulation (GDPR) the data controller is the SDA and the data protection officers are the Trustees of the charity.

What information do we collect about you?

We collect information about you when you register with us, e.g. as a member or when you place an order for products or services, e.g. training or assessments. We also collect information when you voluntarily provide feedback and participate in other events, e.g. conferences.

How do we use the information about you?

Membership: When you sign up to membership of the SDA, your details are passed on to the membership department of the BDA. All the information that we collect and pass to the BDA is held securely on their Customer Relationship Management System (CRM).

From time to time, via our helpline or SDA email, we receive requests for testing or diagnostic assessments. Your information will only be passed to assessors or tutors with your permission. If you prefer, we can provide you with a directory of specialists so you can make your own arrangements for their services.

We will not pass on your information to other companies for marketing purposes and will only share it internally in order to enable us to carry out the services you have requested.

Marketing: We would like to send you information about products and services of ours that you may be interested in, such as newsletters, conferences or webinars. You will be asked for your consent to enable us to do this. If you have consented to receive

marketing, you may opt out at a later date and you have the right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please contact the membership secretary at info@thesda.org.uk or the current Chair of the SDA - Karen Mitchell at ginimitchell@live.co.uk

Access to your information, correction, deletion, complaints

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email the membership secretary or the current Chair of the SDA. (see above)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You also have the right to ask us to delete the records that we hold about you.

You may also complain about the way that we process your personal data.

If you would like to make corrections, request us to delete the information we hold about you or to complain about the way that we process your personal data, please contact the membership secretary or the current Chair of the SDA. (see above)

This privacy policy only applies to the SDA and its operations, so if you use links from our website to another website you should read their privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on our website (**www.thesda.org.uk**)

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you by email to info@thesda.org.uk