AG Educational Diagnostics respects your privacy and takes it very seriously. The holistic approach to diagnostic assessing means that we need to keep some personal data on file. This data forms an intrinsic part of the assessment process and we only keep data that is absolutely necessary. The aim of this document is to clearly explain the how, when and why we keep your data and the limited conditions under which we may disclose it to others.

Types of data we collect

In the first instance client contact details will be collected as part of an initial enquiry. If this enquiry is not followed up by the client within 15 days than AG Diagnostics will permanently delete this initial data.

Questionnaires are then sent to the client and within these there are some sensitive questions. All questionnaires are treated in the strictest confidence and are stored in hard form in a locked facility or password protected encrypted files.

All examiner books, raw data forms and assessor notes are stored in a locked facility.

Why we collect this information

This information is collected to plan for and provide and individualised assessment that the client has requested.

Reports, raw data in the form of examiner books and assessment notes are kept securely for seven years or until the learner reaches their 25th birthday.

Who might we share this information with?

Occasionally, an anonymised report is shared with the Professional Association of Teachers and Students with Specific Learning Difficulties (PATOSS) as part of my Assessors Professional Certificate (APC). The report is fully redacted and contains no identifiable features. It is password protected at all times.

You are entitled to view, amend, or delete the personal information that we hold. Email your request to mrsalgoodenough@gmail.com. Note: Requests from clients to delete data relating to an individual will be considered on a case by case basis but we may be unable to remove all assessment records or assessment notes for legal reasons.

Changes to this Privacy Notice

This privacy policy will be reviewed annually. It was initiated on 5th March 2025. It will next be reviewed on 5th March 2026 unless directed otherwise.