



**Elvie Brown Associates Ltd**

Consultant Psychologists

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## Processing of Personal Data - Client Consent Form

In order to complete an Educational Psychology Assessment, it is necessary for Elvie Brown Associates Limited to collect and store (i.e. process) personal data about the student. This data may include name, date of birth, home address, health details relevant to the report, education details, life history, diagnosis of difficulty and technical assessment data. We will also collect the name, address and telephone number of the person requesting the report for the purpose of invoicing.

This data will be securely stored. It will only be used to compile the report and will not be used for any other purpose, such as marketing. It will not be passed on to any other parties without the permission of the parent/guardian. The Report may be stored electronically for the life of the individual, as per the guidance of our governing body, the Association of Educational Psychologists. The completed testing material and other background data will be stored for five years, before being confidentially destroyed.

You have the right to withdraw your consent to us processing your data at any time. If you wish to do this, please contact Catherine Farmer, our Data Protection Officer, at our office on 01749 346857 and we will ensure that the data is confidentially destroyed.

Should you wish to view the data that we hold, please contact our office on 01749 346857 and we will arrange this for you.

If you wish to see our privacy policy in full, it is available on our website at [www.elviebrown.co.uk](http://www.elviebrown.co.uk).

**If you give consent for us to process the data as detailed above, please complete the following:**

I hereby **consent / do not consent** to the processing of data as outlined above. (*please delete as applicable*)

Name:

Relationship to student:

Date:

If you are happy for us to share the completed report with your child's school, please tick this box: