

Data Protection Privacy Notice for DDS Users

About this notice

This privacy notice explains how [Queen Mary University of London](#) (QMUL) collects and uses [personal data](#) of people who use its Disability and Dyslexia Service (DDS). It is in addition to QMUL's Data Protection Policy.

QMUL is a [data controller](#) in terms of Article 4 of the General Data Protection Regulation.

How we collect your personal data

If you disclose a disability or medical condition to QMUL during the application or (re-) enrolment process, the DDS will receive this information in order to initiate contact with you to explain how DDS can help you in your time at QMUL.

If you come to register with DDS, we will ask you to complete a student record sheet and learner agreement, which asks for certain information.

If you make contact with us in other ways, such as through our online enquiry form, we will collect some personal data from you in order to assist you.

How we use your personal data

DDS uses the information it holds about you for the purpose of assessing your needs and offering appropriate advice and support. We will use this to answer your enquiries and provide assistance as per your wishes and requirements, for example to help you apply for examination arrangements or arrange a diagnostic assessment. Information on our services can be found on the [DDS website](#).

To monitor, evaluate, audit, and develop the DDS, we will keep statistical records such as gender of users and number of appointments attended. Any reports for internal or external use will be anonymised and will not contain clients' details.

The basis for processing your personal data

The personal data you provide to us is only processed with your explicit consent.

Sharing of your personal data

Ordinarily, DDS will only share your personal data outside the Service with your consent. We will ask you to indicate to which departments within QMUL and to which external parties we may disclose information about you and the reasons.

How long your personal data is kept

We will hold your personal data for six academic years from when you leave QMUL.

Your rights and further information

If you wish to withdraw your consent to processing, you can do this by contacting dds@qmul.ac.uk. For further information, including on your rights, please see <https://www.qmul.ac.uk/privacy/> and/or contact the [Data Protection Officer](#).