



HB Education

let's succeed together

Privacy Policy

Who I am

Heather Lesley Bird (trading as HB education) is a sole trader providing Dyslexia and Dyscalculia assessments and reports, as well as educational access arrangements (EAA) for Schools.

If you have any questions about this privacy notice or how I use your data, you can contact me at email: HBEducation@icloud.com

What type of information do I collect?

I may collect and process the following personal data:

- Name and contact details (such as email address, phone number, postal address)
- Financial information for invoicing and payments
- Information relevant to the services I provide
- Records of communications (emails, messages).

How do I collect information?

I collect personal data:

- Directly from you when you contact me or use my services
- From information you provide during the course of our work together

Why do I collect this information?

I collect such Non-personal and Personal Information for the following purposes:

- To provide and manage my services
- To communicate with you to process payments and maintain records
- To comply with legal and regulatory obligations

Lawful basis for processing

Under the UK GDPR, I rely on the following lawful bases:

- Contract (To provide services you have requested)
- Legal obligation (to keep financial records and comply with tax laws)
- Legitimate interests (to run and grow my business)
- Consent (where required for example, for marketing and communications)

Sharing Your Data

I may share your data with:

- Accountant or bookkeepers
- IT and software providers (e.g. email or invoicing systems)
- HMRC or other authorities were required by law

- I do not sell your personal data to 3rd parties

Data Retention

I only keep your personal data for as long as necessary:

- Up to 6 years for financial and tax records
- As long as required to provide services and meet legal obligations

Your Rights

Under data protection law you have rights including:

- To access your personal data
- To request deletion of your data
- To restrict a object to processing
- The right to data portability
- To exercise any of these rights please contact me using the details above
- Complaints
- If you are unhappy with how I handle your data, you can contact me in the first instance.
- Have the right to complain to the Information Commissioner's Office (ICO).