

Neurodiversity Awareness Ltd

Concorde House,
18 Margaret Street Brighton, England, BN2 1TS
Email: info@neurodiversityuk.co.uk
Website: www.neurodiversityuk.co.uk
Telephone: +44 01273 035523
Company Number: 15206799



Neurodiversity Awareness Ltd Workplace Assessment

Workplace Assessment Privacy Policy

1. ABOUT THIS PRIVACY POLICY

Neurodiversity Awareness Ltd, trading as Neurodiversity UK, provides Workplace Needs Assessments for employees and employers.

A Workplace Needs Assessment explores how an employee's role, working environment, strengths, neurodivergent profile and workplace barriers interact. It results in a report containing practical recommendations for workplace support and reasonable adjustments.

This privacy policy explains how we collect, use, store and share your personal information as part of the Workplace Needs Assessment process.

Neurodiversity Awareness Ltd is the data controller for the personal information it processes in delivering this service.

Our contact details are:

Neurodiversity Awareness Ltd
Trading as Neurodiversity UK
Concorde House
18 Margaret Street
Brighton
BN2 1TS

Email: info@neurodiversityuk.co.uk

2. INFORMATION WE MAY COLLECT

We only collect information that is relevant to carrying out the Workplace Needs Assessment.

This may include:

- Your name, contact details, job title and employer.
- Information about your role, responsibilities, working pattern and working environment.
- Information about your strengths, preferred ways of working and workplace support needs.
- Information about workplace barriers, workload, communication, organisation, concentration, sensory needs and wellbeing.
- Details of existing or previous workplace adjustments and support.
- Information about neurodivergent conditions, diagnoses or suspected conditions that you choose to share.

Neurodiversity UK is the trading name of Neurodiversity Awareness Ltd

Registered Address: Concorde House, 18 Margaret Street, Brighton, BN2 1TS

Company Number: 15206799

VAT Registration Number: 514 3069 17

- Relevant information about your physical or mental health, medication or other medical conditions where these affect your work.
- Information provided in your pre-assessment questionnaire.
- Supporting documents that you choose to provide.
- Information discussed during the assessment.
- Information provided by your employer, manager or HR, where relevant.
- Notes, correspondence and administrative information relating to the assessment.
- A transcription of the assessment meeting, where you have agreed to transcription.
- The draft and final versions of your Workplace Needs Assessment report.

Information about your health, neurodivergence or disability is treated as special category personal data and receives additional protection under data-protection law.

You do not need to provide information that you do not feel is relevant or that you are not comfortable sharing. However, if we do not have enough information, this may limit the assessor's ability to understand your needs or make appropriate recommendations.

3. WHERE WE OBTAIN YOUR INFORMATION

We may receive personal information:

- Directly from you.
- From your completed pre-assessment questionnaire.
- During your Workplace Needs Assessment.
- From documents or other information you choose to provide.
- From your employer, manager or HR when they arrange the assessment.
- From your employer, manager or HR where additional information is needed to understand your role or working environment.

Your employer will normally provide us with your name, contact details, job title and any other information needed to arrange the assessment.

Your experience remains central to the assessment. We will only seek additional information from your manager or HR where it is relevant and appropriate. Wherever possible, this will be discussed with you first.

4. HOW WE USE YOUR INFORMATION

We use your information to:

Neurodiversity UK is the trading name of Neurodiversity Awareness Ltd

Registered Address: Concorde House, 18 Margaret Street, Brighton, BN2 1TS

Company Number: 15206799

VAT Registration Number: 514 3069 17

- Contact you and arrange your Workplace Needs Assessment.
- Send you the pre-assessment questionnaire and this privacy policy.
- Understand your role, working environment, strengths and workplace barriers.
- Carry out the assessment.
- Identify practical support and possible workplace adjustments.
- Prepare your Workplace Needs Assessment report.
- Allow you to review the report and request factual corrections or appropriate amendments.
- Send the final report to the agreed person at your employer.
- Respond to questions about the assessment or report.
- Manage the quality, security and administration of the service.
- Meet our legal, regulatory and safeguarding responsibilities.
- Establish, exercise or defend legal claims where necessary.

We will not use information collected through your Workplace Needs Assessment for marketing.

We do not use automated decision-making or profiling to make decisions about you.

5. TEAMS TRANSCRIPTION

Your assessment will usually take place through Microsoft Teams.

At the beginning of the assessment, the assessor may ask for your permission to use Teams transcription. The transcription helps the assessor capture your information accurately and prepare the report.

Transcription will only be started with your agreement. You may refuse transcription without being refused an assessment. If you do not agree, the assessor may take written notes instead.

We will not make an audio or video recording unless we have explained this to you separately and obtained your agreement.

You can ask for transcription to be stopped during the meeting. Information already recorded before transcription is stopped may still be retained where it is needed to complete the assessment or meet our legal obligations.

6. YOUR WORKPLACE NEEDS ASSESSMENT REPORT

The purpose of the assessment is to produce a report for you and your employer. The report may contain personal and sensitive information about your workplace experiences, neurodivergence, disability or health.

The assessor will send the draft report to you first. You will normally have three days to review it and request corrections or amendments before it is sent to your employer.

The review gives you an opportunity to:

- Correct inaccurate factual information.
- Explain anything that you believe has been misunderstood.
- Raise concerns about information included in the report.
- Request the removal or amendment of information that is not necessary for the report.

The assessor will consider amendment requests carefully. It may not always be possible to make every requested change where doing so would make the report inaccurate or incomplete. Any concerns will be discussed with you wherever possible.

The final report will only be shared in accordance with the sharing arrangements explained to you. Where you have agreed that the report may be sent to your employer, it will normally be sent after the three-day review period if you have not requested any changes.

The recommendations in the report are advisory. Your employer is responsible for deciding which adjustments are reasonable and how they will be implemented.

7. WHO WE MAY SHARE YOUR INFORMATION WITH

Access to your information is restricted to people who need it to carry out or administer the assessment.

This may include:

- Your allocated Workplace Needs Assessor.
- Authorised Neurodiversity UK staff responsible for administering or quality-assuring the service.
- The person or people at your employer who have been agreed as recipients of the final report, such as your manager or an HR representative.
- Organisations providing secure technology, communications, data-storage or IT support services to Neurodiversity UK.

Neurodiversity UK is the trading name of Neurodiversity Awareness Ltd

Registered Address: Concorde House, 18 Margaret Street, Brighton, BN2 1TS

Company Number: 15206799

VAT Registration Number: 514 3069 17

- Professional advisers, insurers, regulators, courts or law-enforcement bodies where disclosure is legally required or necessary.

We will not routinely share information from your assessment with healthcare professionals, such as your GP.

We will not sell your personal information or share it for marketing purposes.

8. CONFIDENTIALITY AND ITS LIMITS

We treat the information you share during the assessment as confidential. We will only use or share it for the purposes described in this privacy policy.

There are limited circumstances in which we may need to share information without your consent. These include where:

- We believe there is a serious and immediate risk of harm to you or another person.
- A safeguarding concern needs to be reported.
- We are required to disclose information by law or a court order.
- Disclosure is necessary to prevent or detect a serious crime.
- Disclosure is necessary to establish, exercise or defend a legal claim.

Where it is safe and appropriate, we will explain the situation to you before sharing information.

9. OUR LAWFUL BASIS FOR USING YOUR INFORMATION

Under the UK General Data Protection Regulation, we must have a lawful basis for processing personal information.

We generally rely on legitimate interests to process ordinary personal information. Our legitimate interests are to provide, administer and maintain an effective Workplace Needs Assessment service commissioned by your employer. We consider your rights and interests before relying on this basis.

We may also process information where it is necessary:

- To meet a legal obligation.
- To protect someone's vital interests in an emergency.
- To establish, exercise or defend legal claims.

Neurodiversity UK is the trading name of Neurodiversity Awareness Ltd

Registered Address: Concorde House, 18 Margaret Street, Brighton, BN2 1TS

Company Number: 15206799

VAT Registration Number: 514 3069 17

Information about your health, disability or neurodivergence is special category personal data. We generally process this information with your explicit consent.

In limited circumstances, another condition under data-protection law may apply, including where processing is necessary to protect someone's vital interests or to establish, exercise or defend legal claims.

You may withdraw your consent to the processing of special category data by contacting us. Withdrawing consent will not affect processing that has already taken place lawfully. However, it may mean that we cannot continue the assessment, complete the report or share it with your employer.

10. HOW WE PROTECT YOUR INFORMATION

We take appropriate steps to protect your personal information from loss, unauthorised access, disclosure or misuse.

These measures include:

- Storing assessment documents in secure, access-controlled folders.
- Restricting access to your assessor and authorised Neurodiversity UK staff.
- Using password protection and encryption where appropriate.
- Using secure organisational email and Microsoft accounts.
- Requiring assessors and staff to follow confidentiality and data-protection procedures.
- Taking care to send reports only to verified recipients.

Please contact us promptly if you believe information has been sent to the wrong person or that the security of your information may have been compromised.

11. THIRD-PARTY SYSTEMS AND INTERNATIONAL TRANSFERS

We use trusted service providers to support the delivery of the Workplace Needs Assessment service. These may include Microsoft 365, Outlook and Teams for email, meetings, transcription and secure document storage.

These providers may process information on our behalf. They are required to protect personal information and may only use it in accordance with our instructions and applicable data-protection law.

Some providers may process or store information outside the United Kingdom. Where this happens, we take steps to ensure that appropriate legal safeguards are in place.

12. HOW LONG WE KEEP YOUR INFORMATION

We normally keep Workplace Needs Assessment records for two years from the date the assessment is completed.

This may include:

- Your pre-assessment questionnaire.
- Supporting documents.
- Assessment notes or transcripts.
- Relevant correspondence.
- Draft and final assessment reports.

At the end of the retention period, the information will be securely deleted unless we are legally required to keep it for longer or it is necessary in connection with a complaint, safeguarding matter or legal claim.

Your employer will have its own retention policy for the copy of the report it receives. You should contact your employer if you want information about how it stores and uses its copy.

13. YOUR DATA-PROTECTION RIGHTS

Depending on the circumstances, you may have the right to:

- Ask for a copy of the personal information we hold about you.
- Ask us to correct inaccurate or incomplete information.
- Ask us to delete your personal information.
- Ask us to restrict how we use your information.
- Object to processing based on our legitimate interests.
- Ask us to transfer information you provided to another organisation where the right to data portability applies.
- Withdraw your consent where we rely on consent.

These rights are not absolute, and some may not apply in every situation. If we cannot fulfil a request, we will explain the reason.

Neurodiversity UK is the trading name of Neurodiversity Awareness Ltd

Registered Address: Concorde House, 18 Margaret Street, Brighton, BN2 1TS

Company Number: 15206799

VAT Registration Number: 514 3069 17

To exercise your rights, please email info@neurodiversityuk.co.uk. We may need to confirm your identity before responding.

14. RAISING A CONCERN

If you have questions or concerns about how we use your personal information, please contact:

Email: info@neurodiversityuk.co.uk

We will try to resolve your concern promptly.

You also have the right to complain to the Information Commissioner's Office, the UK regulator for data protection:

Information Commissioner's Office

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

15. Changes to this privacy policy

We may update this privacy policy if our service, procedures or legal responsibilities change. The latest version will show the date it was last updated.