Information Sheet for Parents and Carers

How We Create Your Child's Cognitive Strengths Profile

Divergent Learning Community CIC

What is This About?

At Divergent Learning Community, we believe every child's mind works brilliantly - just differently. To provide the best education for your child, we need to understand their unique cognitive strengths: how they think, learn, process information, and demonstrate what they know.

To build this understanding, we'd like your permission to review educational documents about your child (such as school reports, assessments, therapy reports) and use this information to create a comprehensive cognitive profile.

Why Do We Need Your Child's Documents?

Educational documents contain valuable information about how your child learns. Teachers, therapists, and specialists have observed your child in different settings and identified patterns in their learning. By bringing all this information together, we can see the complete picture of your child's cognitive strengths.

This helps us design education that works with how your child's mind naturally operates, rather than forcing them to fit a standard approach that might not suit them.

What Happens to Your Child's Documents?

Step 1: We Receive Your Documents

You provide copies of educational documents (school reports, assessments, therapy reports, etc.). We log them securely and store them in encrypted, password-protected systems.

Step 2: We Remove Personal Information (Redaction)

Before any analysis, we remove all personal details from your documents:

- Names (your child, family members, teachers, schools)
- Addresses, phone numbers, email addresses
- Birth dates, NHS numbers, or unique identifiers

We do this carefully by hand, following a step-by-step redaction checklist: only the relevant text is copied into a fresh document, every identifying detail is removed, and a second check (by a

second trained community member where available, otherwise a separate, unhurried read-through on a different day) is made before anything is used. What remains are the educational observations and assessments - the information about how your child learns.

Step 3: AI-Assisted Analysis
The redacted documents are then analysed using Claude AI (created by Anthropic). Claude reads through the documents looking for patterns in:

- How your child processes information
- What types of tasks they excel at
- Their learning preferences and strengths
- How they demonstrate their knowledge

Important: Claude only sees redacted documents - never the originals with your child's personal information. DLC's Claude account has model training switched off, and documents are processed in an incognito chat that is not saved to the chat history, so the redacted text is not used to improve Anthropic's systems.

Step 4: Expert Profile Creation
A DLC learning facilitator reviews Claude's analysis and creates a comprehensive cognitive strengths profile using established cognitive frameworks to identify your child's unique learning strengths. This is not just a computer-generated report - it combines AI insights with professional expertise and human judgment.

Step 5: Secure Destruction
Within 30 days of completing your child's profile, we permanently delete all documents (original and redacted versions). Only the final cognitive profile is kept. This minimises how long we hold your child's personal data.

What Will the Cognitive Profile Include?

Your child's profile will identify:

- Their cognitive strengths across multiple dimensions
- What engages them and helps them learn
- Optimal learning environments and teaching strategies

- How they best demonstrate their knowledge
- Recommended accommodations and supports

The profile focuses on strengths, not deficits. Instead of listing what your child "can't do," it describes how their mind works brilliantly and what educational approaches will help them thrive.

How is My Child's Information Protected?

Your child's information is protected under UK law (UK GDPR and Data Protection Act 2018). We:

- Store all documents in encrypted, password-protected systems
- Limit access to authorised community members only
- Remove personal information before AI analysis
- Securely destroy documents after profile creation
- Never share your child's information with third parties without your consent
- Have comprehensive data protection policies and trained community members

What Are My Rights?

Under UK data protection law, you have the right to:

- See all information we hold about your child (Subject Access Request)
- Ask us to correct any mistakes in your child's information
- Ask us to delete your child's information
- Receive a copy of your child's cognitive profile
- Withdraw your consent at any time

Withdrawing Consent:

You can change your mind and withdraw consent at any time - before, during, or after we process documents. Just email or write to us. We will:

- Stop all processing immediately
- Securely destroy all documents and profiles within 72 hours
- Confirm destruction to you in writing

There is no penalty for withdrawing consent. Your child's place at DLC will not be affected.

What About Safeguarding?

All our community members are trained in safeguarding. If whilst reviewing your child's documents we identify any concerns about your child's safety or wellbeing, we have a legal duty to report these.

Our Designated Safeguarding Lead will assess the concern and may need to contact children's social care, police, or other agencies if your child is at risk. We will always try to discuss concerns with you first, unless doing so would put your child at greater risk.

Your child's safety is our highest priority and overrides all other considerations, including data protection rules.

How Long Do You Keep My Child's Information?

Documents: Securely destroyed within 30 days of profile completion.

Strengths Profile: Kept while your child is at DLC, plus 2 years after they leave, to support any move to a new setting.

Consent Forms: Kept for 6 years after your child leaves DLC.

After these periods, all information is securely and permanently destroyed.

What If I Have Questions?

Please don't hesitate to contact us if you have any questions about this process, how we protect your child's information, or your rights. We're here to help and want you to feel completely comfortable with this process.

Contact Information

Data Protection Lead
Email: DivergentLearningCommunity@outlook.com
Phone: 07757749097

Divergent Learning Community CIC
Address: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ
Email: DivergentLearningCommunity@outlook.com
Website: www.divergentlearningcommunity.org.uk

If you have a concern about how we handle your child's data:
You can also contact the Information Commissioner's Office (ICO):
Website: ico.org.uk | Helpline: 0303 123 1113

DLC CIC Registered Community Interest Company Number: 16765759

Version 2 · Updated 18 November 2026