

# Information Sheet for Parents and Carers

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## 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 use professional redaction software (approved for UK public sector use) to do this thoroughly and safely. 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, a responsible AI company). 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. Anthropic does not train their AI on user conversations, so your information is not used to improve their systems.

### **Step 4: Expert Profile Creation**

Our educational specialist 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
- How they prefer to learn and process information
- 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.

**Cognitive Profile:** Kept for the duration of your child's education at DLC, plus 6 years after they leave. This is the standard retention period for educational records.

**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 Officer

Email: [DivergentLearningCommunity@outlook.com](mailto:DivergentLearningCommunity@outlook.com)

Phone: 07757749097

### Divergent Learning Community CIC

Address: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

Email: [DivergentLearningCommunity@outlook.com](mailto:DivergentLearningCommunity@outlook.com)

Website: [www.divergentlearningcommunity.org.uk](http://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](http://ico.org.uk) | Helpline: 0303 123 1113

**DLC CIC Registered Community Interest Company Number:** 16765759