



Headteacher: Mrs Deborah Wood, B.A. (Hons), NPQH

'Learning together, we can achieve great things'

Courtney Primary School
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24 September 2015

Dear Parent/Carer

Privacy Notice - Data Protection Act 1998

We Courtney Primary School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Gail Mitchell, School Administrator.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

www.southglos.gov.uk/education-and-learning/schools-and-colleges/schools-privacy-notice

or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Department for Children, Adults and Health
PO Box 298
Civic Centre
High Street
BRISTOL
BS15 0DQ

Website: www.southglos.gov.uk

Contact: Use the online enquiry form: <http://www.southglos.gov.uk/enquiry-form>

Tel: 01454 868008

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

- Teachers to Parents Ltd
Darker Street
Leicester
LE1 4QA

Website: www.teachers2parents.co.uk

Telephone: 0207 237 8456

- eSchools
2 Kings Court
Willie Snaith Road
Newmarket
Suffolk
CB8 7SG

Website: www.eschools.co.uk

Telephone: 0845 557 7056

- EExBA, Early Excellence Ltd
The Old School
New Hey Road
Huddersfield
West Yorkshire
HD3 3YJ

Website: www.earlyexcellence.com

Telephone: 01422 311314

- 2simple Software
Enterprise House
2 The Crest Hendon
London
NW4 2HN

Website: www.2simple.com

Telephone: 0208 203 1781

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Headteacher