



**Headteacher: Mrs L Hamilton**

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## Privacy Notice - Data Protection Act 1998 / GDPR

Corringham Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from previous schools and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic groups, any special educational needs and relevant medical information.

When your child begins their learning journey with us they will be provided with a Unique Reference Number (URN) which will follow them for their whole school career. However if they have been registered with an alternative DfE nursery provision, they will already have a URN and this will be passed to us. The URN is the reference number that holds all the vital information regarding your child and this is how it is passed from school to school, as they progress throughout each Key Stage.

Once aged 13 or over (Secondary School), the school is required by law to pass on certain information to providers of youth support services in the area. This is the local authority support service for young people aged 13 to 19 in England. The school must provide both parent's/carers name(s) and addresses, and any further information relevant to the support services' role. However, once over 16, individuals (or parent(s)) can ask that no information beyond names, address and date of birth be passed to the support service. Please inform *The Secondary School Office* if you wish to opt-out of this arrangement at the appropriate time.

Students enrolling for post 14 qualifications the school will be provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications already undertaken.

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

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

If you want to see a copy of the information about you that we hold and/or share, please contact **The School Office**.

Kind Regards,

Dr S Asong  
CEO  
ORTU Federation