

Amble Links Primary School GDPR Asset Register Date: 04/11/2025

Data Protection Officer: Wallis Bath

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Introduction

Under the General Data Protection Regulations (GDPR), individuals have a right to be informed about how the school uses any personal data that we hold about them. This report provides information on the kinds of personal data we hold as a school and why and how we might use it.

Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names, addresses and age, information that we need in order to comply with our statutory role in educating pupils.

Most of this data is essential and does not require your consent to use it. Some personal data is not essential and for that, depending on age, we require the consent of either the pupil or parent. An example of the kind of data that needs consent would be using pupil photographs on the school website.

In this GDPR asset register you will find a complete list of all the systems the school uses which hold personal data. The report also contains additional information such as what personal data items are held, the legal basis for doing this, along with a description of the system and why the school processes the data.

If you have any queries about this document or any other issue relating to personal data, please contact the school Data Protection Officer, whose name is on the front of the pack.

Systems included in this report

| System Name | Description | Special Category |
|----------------------|--|------------------|
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| Arbor | School information management system | yes |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| Bandlab | Music education for everyone Our award-winning music creation features let students embark on a music-learning journey that unleashes their creativity and foster collaboration with peers | |
| BBC Bitesize | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams | |
| Bikeability | The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England | |
| Blooket | Welcome to the World of Blooket: a new take on trivia and review games! The way it works is that a teacher/host picks a question set and a unique game mode. Then, we generate a code that players can use to join the game on their own devices. After the game starts, players will answer questions to help them win. That's where the fun starts, because we offer a variety of games to keep students engaged and excited! | |
| Busy Things | Online games & activities for learning | |
| Canva | Canva is an online design and publishing tool | |
| Charanga | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the | |

| | national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning | |
|--|---|-----|
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| Class Dojo | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers. | |
| CLPE | Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers. | |
| Complete PE | Complete P.E. is an interactive Physical Education resource designed to support the implementation of a High Quality Physical Education Curriculum. | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| DFE-Census and workforce Census | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all | |

| | teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
|---|--|-----|
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| Doodle Maths | Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14 | |
| Eschools Website Provider | On-line school website building tool | |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Futures Cloud | Internet / Network monitoring and reporting tool | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |
| HAF- HolidayActivities | The dedicated platform built to run and report on your local authority HAF programme. | yes |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| Insight Tracking | An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded | yes |

| | as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files | |
|-----------------------|--|--|
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Kapow | Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials. | |
| Language Angels | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. | |
| Learning by Questions | me in the classroom is precious LbQ is the teaching tool to help squeeze the most out of your lesson. Enjoy more lightbulb moments with our award-winning resources. Respond and adapt quickly with our Live Results Matrix. Transform learning with immediate targeted feedback. | |
| Letter join | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. | |
| Lexia | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. | |

| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
|----------------------------|--|-----|
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments | yes |
| Micro Librarian | Micro Librarian Systems (MLS), supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background | |
| Monster Phonics | Phonics is the foundation that all other education is built upon and having the right phonics programme in place can make all the difference to your schools' performance | |
| Nereo (Matrix) | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member | |

| | representatives from each of the local authorities. | |
|-----------------------------------|---|-----|
| Nursery (Early Years) files | Early years registration information and funding information for Early Years entitlement, hours taken each week | yes |
| Oak Acadamy | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. | |
| Performance Management | Staff appraisals | |
| Personnel files | Information relating to staff employment | |
| Phonics play | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn | |
| Purple Mash | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2. | |
| Reading Plus | Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers. | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| Senso Cloud | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal | |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |

| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
|---|---|-----|
| Spelling Shed | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. | |
| Tapestry | An online journal recording all the learning and fun of children's early years education. | |
| Testbase | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. | yes |
| Touch Type Read Spell | multi-sensory course that teaches typing, reading and spelling | |
| Visitor book | Log of all visitors into school / fire regulations | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Y4 Multiplication Check | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. | |

| System used: Accident book | |
|--------------------------------|--|
| Description | Log of accidents / minor injuries in school |
| Personal Data Items | Pupil Name class Injury first aid |
| Why is it being processed? | To record injuries in school |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | File in office |
| Is it secure and/or encrypted? | No |
| Who can access data? | School staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Parents |
| Legal basis for sharing | Legal obligation |
| How is data shared? | Verbally |

| System used: Accident Report Form | |
|-----------------------------------|---|
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | Pupil Name DOB Gender Address Telephone number Date and time of accident nature of injury Place of accident First aid Circumstances Action taken Witness information |
| | Name Occupation DOB Gender Address Telephone number Date and time of injury nature of injury place of accident First aid Circumstances Action taken Witness information |
| Why is it being processed? | Statutory obligations to comply with Health and Safety regulations. |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |

| Where is data stored? | Secure filing cabinet in office |
|--------------------------------|----------------------------------|
| Is it secure and/or encrypted? | Yes |
| Who can access data? | SLT |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | NCC / parents |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Carbon copy |

| System used: Arbor | | |
|---------------------|--|--|
| Description | School information management system | |
| Personal Data Items | Admin Name Phone contact email contact Organisiation | |
| | Pupil Name Date of birth Address Gender Parent/carer name and contact details UPN Dietary Requirements Ethnicity Religion Attainment & behaviour data | |
| | Name Date of Birth Gender Employment records Parent/carer Name Contact details | |

Special category information is data which has the following characteristics:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation | |
|--------------------------------------|---|--|
| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. | |

| | Public |
|---|--|
| | Processing relates to personal data manifestly made public by the Data Subject. |
| Special Category Evidence for legal basis | ICO toolkit |
| How is the Special Category data shared? | Secure transfer |
| Legal basis for sharing Special Category data | ICO toolkit |
| Why is it being processed? | To fulfil school's legal obligations in respect of pupil education |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure Cloud Server |
| Is it secure and/or encrypted? | Both secure & encrypted https://support.arbor-education.com/hc/en-us/art icles/360013442894-Arbor-s-Data-Protection-Policy-to-comply-with-GDPR#our-certifications-0-3 |
| Who can access data? | School staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Other schools Local Authority & public agencies as required |
| Legal basis for sharing | ICO toolkit |
| How is data shared? | Secure transfer |

| System used: Assessment Records | |
|---------------------------------|---|
| Description | Electronic and paper mark books |
| Personal Data Items | Name Gender Disadvantaged cohort SEND Code Key Stage 2 Assessment data Internal Assessment Data |
| Why is it being processed? | To track student achievement and report to parents |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO lawful basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | On-site Secure Network Google Drive On paper- Class Context Files |
| Is it secure and/or encrypted? | On-site Network- This solution has user authentication and access controls which determine the level of access to data that a user requires. The solution also utilises the Schools' Information Security policy which includes password, physical and network security controls. Google Drive-authentication and access controls which determine the level of access to data that a user requires. G-Suite complies with the Schools' Information Security policy which includes password security controls. Class Context Files- teachers follow privacy culture procedures |
| Who can access data? | Staff |
| How long is data kept? | 3+ years |
| Who is data shared with? | Parents |
| Legal basis for sharing | Legal obligation, Public task |
| How is data shared? | Parents evenings, reports |

| System used: Attendance file | |
|------------------------------|---|
| Description | Attendance information about pupils and classes |
| Personal Data Items | Pupil Name DOB Class Gender UPN Address Telephone number Parental contact Ethnic origin Current attendance Past attendance |

Special category information is data which has the following characteristics:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Verbally, Secure cloud, |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To regularly check pupil's attendance towards a desired goal |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing |

| | is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
|--------------------------------|---|
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Attendance file and electronically |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | EWO and other agencies as required / parents |
| Legal basis for sharing | Legal obligation/ Public task |
| How is data shared? | Electronically |

| System used: Bandlab | |
|--------------------------------|--|
| Description | Music education for everyone Our award-winning music creation features let students embark on a music-learning journey that unleashes their creativity and foster collaboration with peers |
| Personal Data Items | Teacher |
| | Name |
| | Child |
| | Name |
| Why is it being processed? | https://blog.bandlab.com/edu-privacy-policy/ |
| Legal Basis | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://blog.bandlab.com/edu-privacy-policy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://blog.bandlab.com/edu-privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://blog.bandlab.com/edu-privacy-policy/ |
| Legal basis for sharing | Public Task/Legal Obligation |
| How is data shared? | https://blog.bandlab.com/edu-privacy-policy/ |

| System used: BBC Bitesize | |
|--------------------------------|--|
| Description | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| Personal Data Items | teacher Name email address child Name Age Year group |
| Why is it being processed? | https://www.bbc.co.uk/usingthebbc/privacy/ |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.bbc.co.uk/usingthebbc/privacy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.bbc.co.uk/usingthebbc/privacy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.bbc.co.uk/usingthebbc/privacy/ |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.bbc.co.uk/usingthebbc/privacy/ |

| System used: Bikeability | |
|--------------------------------|---|
| Description | The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England |
| Why is it being processed? | https://bikeability.org.uk/privacy-policy/ |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://bikeability.org.uk/privacy-policy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://bikeability.org.uk/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://bikeability.org.uk/privacy-policy/ |
| Legal basis for sharing | Public Task |
| How is data shared? | https://bikeability.org.uk/privacy-policy/ |

| System used: Blooket | |
|--------------------------------|---|
| Description | Welcome to the World of Blooket: a new take on trivia and review games! The way it works is that a teacher/host picks a question set and a unique game mode. Then, we generate a code that players can use to join the game on their own devices. After the game starts, players will answer questions to help them win. That's where the fun starts, because we offer a variety of games to keep students engaged and excited! |
| Personal Data Items | Student Name Username Password Email Teacher Name Username Essword Email |
| Why is it being processed? | https://www.blooket.com/privacy |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis Tool |
| Is Consent Required? | Yes- Please note that Blooket provides its Service upon explicit consent given by you when signing up. |
| Data Source | School |
| Where is data stored? | https://www.blooket.com/privacy |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.blooket.com/privacy |
| How long is data kept? | 3+ years |
| Who is data shared with? | https://www.blooket.com/privacy |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.blooket.com/privacy |

| System used: Busy Things | |
|--------------------------------|---|
| Description | Online games & activities for learning |
| Personal Data Items | Taecher Name email Pupil Name |
| Why is it being processed? | To allow use of the system |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | All data collected and processed by Busy Things is stored in a secure data centre in the UK meeting industry standards for security (ISO270001). |
| Is it secure and/or encrypted? | All data is transmitted to and from this location using SSL encryption technologies. All data is backed up on a regular basis and stored securely off-site |
| Who can access data? | School & busy things staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Not Shared |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |

| System used: Canva | |
|--------------------------------|---|
| Description | Canva is an online design and publishing tool |
| Personal Data Items | Peacher Name date of birth email phone number school analytics data usage data including device & location Student Name class school email analytics data usage data including device & location |
| Why is it being processed? | To allow use of Canva resources and to improve Canva service to users |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | secured cloud |
| Is it secure and/or encrypted? | yes both encrypted and secure |
| Who can access data? | School and Canva employees as required to provide service |
| How long is data kept? | 1+ year |
| Who is data shared with? | Third party companies to provide service |
| Legal basis for sharing | contractual legitimate interest |
| How is data shared? | secure encrypted transfer |

| System used: Charanga | |
|--------------------------------|--|
| Description | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| Personal Data Items | Staff Name School email address Mobile phone umber Pupils groups Pupil Name School Assessment information |
| Why is it being processed? | To provide online access to teaching and learning materials. |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | Charanga privacy notice. |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Securely stored on servers in Ireland. |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Strictly controlled internally in Charanga, Teachers and pupils. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Shared with partner company Soundation AB |
| Legal basis for sharing | |
| How is data shared? | Electronically |
| References | Click to download Privacy Notice Click to download Soundation Privacy Policy |

| System used: Child Protection Records - Electronic | |
|--|--|
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions |
| | Parents Name Address Contact Details Staff Name Position |
| | Social Care Worker Name Address Contact Details External Support Workers Name Organisation Position Address Contact Details |

Special category information is data which has the following characteristics:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special | Category | Data | Legal |
|----------------|----------|------|-------|
| Basis | | | |

Obligation

| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|--|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Verbally or secure cloud sharing (Google or Office 365 etc) |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | School computer, laptop |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Designated Child Protection Lead & Deputy, Designated Admin Staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |
| Legal basis for sharing | Statutory & Legitimate interest |
| How is data shared? | Verbally or secure cloud sharing (Google or Office 365 etc) |

| System used: Child Protection Records - Paper | |
|---|---|
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | Pupils Name Date of Birth Address Health Needs Social Care Status Educational needs Child Protection Plan/Actions Parents/Carers |
| | Name Address Contact Details Staff Name Position |
| | Social Care Worker • Name • Address • Contact Details |
| | Name Organisation Position Address Contact Details |

Special category information is data which has the following characteristics:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Categ | ory Data | Legal |
|---------------|----------|-------|
| Basis | | |

Obligation

| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|--|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Verbal or secure messenger |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure cabinet |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Designated Child Protection Lead & Deputy; Designation admin staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |
| Legal basis for sharing | Statutory and Legitimate interest |
| How is data shared? | Verbal or secure messenger |

| System used: Class Dojo | |
|----------------------------|---|
| Description | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers. |
| Personal Data Items | Name Phone number email Password Device id Gender School School address Geo Location Photos, Videos, Docs and audio IP address Pupil |
| | Name Password Age School IP Address Parent/carer |
| | Name Phone number Email address Password Device id Gender School Geo location IP Address |
| Why is it being processed? | To provide access to the online curriculum and classroom management? tools |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure Class Dojo servers |
| | |

| Is it secure and/or encrypted? | Yes, comprehensive approach to security provided by Class Dojo |
|--------------------------------|--|
| Who can access data? | School account users. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Shared within school |
| Legal basis for sharing | Public task |
| How is data shared? | Online through secure login. |
| References | Click to download Class Dojo 1 Click to download Class Dojo 2 |

| System used: CLPE | |
|--------------------------------|--|
| Description | Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers. |
| Personal Data Items | Teacher |
| | Name |
| Why is it being processed? | https://clpe.org.uk/content/privacy-cookies |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://clpe.org.uk/content/privacy-cookies |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://clpe.org.uk/content/privacy-cookies |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://clpe.org.uk/content/privacy-cookies |
| Legal basis for sharing | Public Task |
| How is data shared? | https://clpe.org.uk/content/privacy-cookies |

| System used: Complete PE | |
|--------------------------------|---|
| Description | Complete P.E. is an interactive Physical Education resource designed to support the implementation of a High Quality Physical Education Curriculum. |
| Personal Data Items | Pupil Name Year Group UPN |
| Why is it being processed? | |
| Legal Basis | Legitimate Interest |
| | Article 6(1)(f) gives you a lawful basis for processing where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing |
| | is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal framework |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.completepe.com/privacy-policy/ |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://www.completepe.com/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.completepe.com/privacy-policy/ |
| Legal basis for sharing | Legitimate interest/public task |
| How is data shared? | https://www.completepe.com/privacy-policy/ |
| | |

| System used: Consent for educational visits | |
|---|---|
| Description | Consent information for all educational visits including day trips and residential visits |
| Personal Data Items | Pupil Name DOB Health conditions Medication Dietary requirements Contact information Family doctor |

Special category information is data which has the following characteristics:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Shared by phone |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To ensure school has up to date information when taking children off site |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |

| Is Consent Required? | No |
|--------------------------------|---|
| Data Source | Parent |
| Where is data stored? | Paper records kept in school and taken on visit |
| Is it secure and/or encrypted? | no |
| Who can access data? | Staff involved with visit |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | NCC or medical practitioners / providers |
| Legal basis for sharing | Public task & Legal obligation |
| How is data shared? | summarised document |

System used: CPOMS Description

CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.

Personal Data Items

Pupil

- Name
- Class
- · Details of incident
- Admission Date
- DOB
- SEN, with status
- Medical Conditions
- UPN
- Pupil Premium
- Religion
- EAL
- LAC
- Year Group
- Ethnicity
- First Language
- Pregnancy

Main contact

- Name
- Telephone Number

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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- Political opinions
- · Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

Special Category Data Legal Basis

Obligation

Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.

| Special Category Evidence for legal basis | Article 9 |
|---|--|
| How is the Special Category data shared? | Verbally, secure messenger, online secure servers. |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | SIMS |
| Where is data stored? | Meritec secure servers. |
| Is it secure and/or encrypted? | Meritec Limited (CPOMS) is an accredited ISO27001 and GCloud supplier. As part of that accreditation, we have annual penetration/vulnerability test performed by a trusted 3rd party partner. In addition to these tests Meritec Limited (CPOMS) uses a UK based Data Centre supplier who is also also accredited to ISO27001 and thus subject to the same security audits. Meritec is accredited to the latest version of the ISO27001 standard (2013) Accreditation requires annual external audits by the accreditation providers and regular internal audits by the senior management including persons at Director level. |
| Who can access data? | School staff, subsequent school if using CPOMS, Meritec for support and outside agencies. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |
| Legal basis for sharing | Legal obligation & public task |
| How is data shared? | Secure cloud based systems and secure servers. |
| References | Click to download CPOMS Cloud Services for Schools |

| System used: Data tracking spreadsheets | |
|---|---|
| Description | Spreadhseets (excel) to track progress of children over the course of their school career. |
| Personal Data Items | Name date of birth gender class year FSM SEN Assessment info |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Secure google drive and paper copies |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |

| Where is data stored? | Secure Google Drive/cloud based storage. |
|--------------------------------|--|
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Teachers in school |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Different elemetns of data are shared with different parties including: other staff, Governors and parents |
| Legal basis for sharing | Public task |
| How is data shared? | Electronically by secure encrypted communication |

| System used: DFE-Census and work | force Census |
|----------------------------------|--|
| Description | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| Personal Data Items | Staff |
| | Name |
| Why is it being processed? | https://www.gov.uk/help/privacy-notice |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | yes |
| Data Source | School |
| Where is data stored? | https://www.gov.uk/help/privacy-notice |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://www.gov.uk/help/privacy-notice |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.gov.uk/help/privacy-notice |
| Legal basis for sharing | public task/legal obligation |
| How is data shared? | https://www.gov.uk/help/privacy-notice |

| System used: Dietary requirements information sheets | |
|--|---|
| Description | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | PupilNameDOBDietary information |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|---|---|
| 54515 | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Paper records |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Health and safety - to avoid children coming into contact with specific foods |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| | |

| Data Source | Parent |
|--------------------------------|-----------------------------------|
| Where is data stored? | Accessible only to kitchen staff |
| Is it secure and/or encrypted? | Secure - in locked kitchen office |
| Who can access data? | kitchen staff / school staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | n/a |
| Legal basis for sharing | n/a |
| How is data shared? | n/a |

| System used: Doodle Maths | |
|--------------------------------|--|
| Description | Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14 |
| Personal Data Items | Teacher |
| | Name |
| | Child |
| | Name |
| | • Name |
| | Parent |
| | Name |
| Why is it being processed? | https://www.doodlemaths.com/privacy-policy/ |
| Legal Basis | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO- Legal Basis Tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.doodlemaths.com/privacy-policy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | Teacher, Parent, Child https://www.doodlemaths.com/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.doodlemaths.com/privacy-policy/ |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.doodlemaths.com/privacy-policy/ |

| System used: Eschools Website Provider | | |
|--|--|--|
| Description | On-line school website building tool | |
| Personal Data Items | School Information Name Address Contact information Class names Staff names Governor names Year group information (planning, homework) Newsletters Pupil Photographs Photographs | |
| Why is it being processed? | To inform parents and the wider community about the life of the school | |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller | |
| Evidence for legal basis | ICO legal basis toolkit | |
| Is Consent Required? | Consent not required to put on school information. Consent required to use pupil photographs | |
| Data Source | School | |
| Where is data stored? | On eschool secure server through school 360 platform 4. Transfer of School Data 4.1. The School hereby consents to eSchools accessing School Data held on the Management Information System through Wonde, for the purpose of extracting and transferring such School Data to eSchools. 4.2. Prior to leaving the School premises by electronic means (via HTTPS) the School Data will be encrypted by Wonde and eSchools. | |
| Is it secure and/or encrypted? | Yes 4.2. Prior to leaving the School premises by electronic means (via HTTPS) the School Data will be encrypted by Wonde and eSchools. 5.1. The School Data shall always remain the property of the School. 5.2. eSchools shall have no responsibility to maintain the security of any School Data held or controlled by the School. 5.3. eSchools shall keep all Confidential Information and School Data confidential and shall not:-5.3.1.1. use any Confidential Information or School Data except for the purpose of performing the services it provides to the School; or 5.3.1.2. | |

| | disclose any Confidential Information in whole or in part to any third party, except as expressly permitted by this Agreement, or as required for the purpose of any services provided by eSchools to the School, or to the extent required by law. 6.1. Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing to be carried out by eSchools, as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, eSchools shall in relation to the School Data implement appropriate technical and organisational measures to ensure a level of security appropriate to that risk. 6.2. In assessing the appropriate level of security, eSchools shall take account in particular of the risks that are presented by processing of the School Data, in particular from a Personal Data Breach. |
|--------------------------|--|
| Who can access data? | Parents and wider community. Information available to the public on the internet. Eschools can access the data. DFE |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | The general public eschools is a public facing website |
| Legal basis for sharing | Public interest & legal obligation |
| How is data shared? | On the school's website page with designated URL |
| References | Click to download Eschools data agreement |

| System used: EVOLVE visits | |
|--|---|
| Description | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| Personal Data Items | Name e-mail address IP address Location data Qualifications Pupil Name Date of Birth UPN |
| Why is it being processed? | To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines. |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | |
| 15 Consent Required: | Yes |
| Data Source | Yes SIMS |
| | |
| Data Source | SIMS 'We store all of the Customer Data (including your personal data) on servers which are located in the United Kingdom. These servers are |
| Data Source Where is data stored? | SIMS 'We store all of the Customer Data (including your personal data) on servers which are located in the United Kingdom. These servers are protected by passwords and firewalls.' |
| Data Source Where is data stored? Is it secure and/or encrypted? | SIMS 'We store all of the Customer Data (including your personal data) on servers which are located in the United Kingdom. These servers are protected by passwords and firewalls.' Yes |
| Data Source Where is data stored? Is it secure and/or encrypted? Who can access data? | SIMS 'We store all of the Customer Data (including your personal data) on servers which are located in the United Kingdom. These servers are protected by passwords and firewalls.' Yes Evolve staff |
| Data Source Where is data stored? Is it secure and/or encrypted? Who can access data? How long is data kept? | SIMS 'We store all of the Customer Data (including your personal data) on servers which are located in the United Kingdom. These servers are protected by passwords and firewalls.' Yes Evolve staff 3 years after date closed 'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including |

| | http://edufocus.co.uk/assets/files/gdpr/Data%20Processing%20Details.pd f | |
|------------|--|--|
| References | Click to download Evolve eduFOCUS Global Data Privacy | |

| System used: Futures Cloud | |
|--------------------------------|---|
| Description | Internet / Network monitoring and reporting tool |
| Personal Data Items | Pupil Name I/P address URL's visited Teacher Name I/P address URL's visited |
| Why is it being processed? | Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity. |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | Future Digital Secure Servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Designated teachers in school (normally online safety lead. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school. |
| Legal basis for sharing | Public task & legal obligation. |
| How is data shared? | Electronically. through a secure connection. |
| References | Click to download Future Digital |

| | S . |
|---|---|
| Personal Data Items Teacher Name | hile enhancing connections with learners from school, from the go. |
| • Nam | ne |
| | ne |
| Child | |
| 91111 | |
| , No. | |
| • Nam | ne |
| Why is it being processed? https://polici | ies.google.com/privacy?hl=en-GB#infocollect |
| Legal Basis Legal Oblig | gation |
| ` ' ' | c) provides a lawful basis for processing where: "processing y for compliance with a legal obligation to which the controller |
| Public task | |
| is necessary | e) gives you a lawful basis for processing where: "processing y for the performance of a task carried out in the public the exercise of official authority vested in the controller |
| Evidence for legal basis ICO legal to | ol kit |
| Is Consent Required? Yes | |
| Data Source School | |
| Where is data stored? https://polici | es.google.com/privacy?hl=en-GB#infocollect |
| Is it secure and/or encrypted? Secure | |
| Who can access data? https://polici | es.google.com/privacy?hl=en-GB#infocollect |
| How long is data kept? 3 years after | r date closed |
| Who is data shared with? https://polici | es.google.com/privacy?hl=en-GB#infocollect |
| Legal basis for sharing Public Task | /legal obligation |
| How is data shared? https://polici | es.google.com/privacy?hl=en-GB#infocollect |

| System used: Google drive for education | |
|---|---|
| Description | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| Personal Data Items | Name Classes / groups Gmail address Pupil Name Classes / groups Gmail address Governor Name Gmail address |
| Why is it being processed? | To provide Google drive for education to staff, pupils and governors. |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit. |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | Google secure servers in Europe |
| Is it secure and/or encrypted? | Yes secure and encrypted |
| Who can access data? | Individual users can access their own accounts. School360 and ICT Team can access management tool. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff and Pupils |
| Legal basis for sharing | Public task |
| How is data shared? | Secure google cloud. |
| References | Click to download Google Drive Policy Notice Click to download Google GSuite Privacy Policy |

| Custom used. Coordo Most | |
|--------------------------------|---|
| System used: Google Meet | |
| Description | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| Personal Data Items | teacher Name thild Name |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal tool kit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://policies.google.com/privacy?hl=en-GB |
| Is it secure and/or encrypted? | Secsure |
| Who can access data? | https://policies.google.com/privacy?hl=en-GB |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://policies.google.com/privacy?hl=en-GB |
| Legal basis for sharing | Public Task |
| How is data shared? | https://policies.google.com/privacy?hl=en-GB |

| System used: Governance | |
|--------------------------------|---|
| Description | Details of all members of the Governing Body |
| Personal Data Items | Name Name Address Contact Details Photos Attendance at Meetings Pecuniary Interests |
| Why is it being processed? | Statutory Requirement |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure school systems |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Admin staff/ SLT |
| How long is data kept? | 3+ years |
| Who is data shared with? | Local Authority and the general public |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Electronically via a secure server. |

System used: HAF- HolidayActivities Description The dedicated platform built to run and report on your local authority HAF programme.

This system has been identified as containing Special Category Information

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal | Obligation |
|---|--|
| Basis | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| | Public |
| | Processing relates to personal data manifestly made public by the Data Subject. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | https://www.holidayactivities.com/privacy-notice/ |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To run and report HAF programme for schools. |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Legitimate Interest |
| | Article 6(1)(f) gives you a lawful basis for processing where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child." |
| | Public task |
| | |

| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
|--------------------------------|--|
| Evidence for legal basis | ICO Toolkit |
| Is Consent Required? | https://www.holidayactivities.com/privacy-notice/ |
| Data Source | School |
| Where is data stored? | https://www.holidayactivities.com/privacy-notice/ |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | https://www.holidayactivities.com/privacy-notice/ |
| How long is data kept? | 3+ years |
| Who is data shared with? | https://www.holidayactivities.com/privacy-notice/ |
| Legal basis for sharing | Legal obligation, public task and legitimate interest |
| How is data shared? | https://www.holidayactivities.com/privacy-notice/ |

| System used: Health & Safety | |
|--------------------------------|---|
| Description | Records pertaining to Health & Safety |
| Personal Data Items | Staff Name Contact details D.o.B Record of Accident/Incident Child Name Contact details D.o.B Record of Accident/Incident Visitor Name Contact details Record of Accident/Incident |
| Why is it being processed? | To ensure Health and Safety Regulations are followed |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | School network Paper copies- secure private office |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | NCC, school staff and parents |
| Legal basis for sharing | Public task and legal obligation. |
| How is data shared? | Electronically via a secure server. |

| System used: Huggg | |
|--------------------------------|---|
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | parent |
| | Name |
| | child |
| | Name age |
| Why is it being processed? | https://www.huggg.me/privacy |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.huggg.me/privacy |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.huggg.me/privacy |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.huggg.me/privacy |
| Legal basis for sharing | Public duty |
| How is data shared? | https://www.huggg.me/privacy |

| System used: Insight Tracking | |
|-------------------------------|--|
| Description | An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To track progress and attainment of children. |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | online- secure website |
| Is it secure and/or encrypted? | yes |
| Who can access data? | https://www.insighttracking.com/terms https://www.insighttracking.com/privacy/ |

| How long is data kept? | 3+ years |
|--------------------------|--|
| Who is data shared with? | https://www.insighttracking.com/privacy/ |
| Legal basis for sharing | https://www.insighttracking.com/privacy/ |
| How is data shared? | https://www.insighttracking.com/privacy/ |

| System used: Interactive Resources | |
|------------------------------------|---|
| Description | Pupil / teacher online learning resources for Numeracy. |
| Personal Data Items | Name Class / Year group School Pupil Name Class / Year group School |
| Why is it being processed? | Necessary to provide access to learning resources through School360 |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit. |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | Interactive Resources secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Individual users can access their own accounts. Interactive Resources staff to enable support. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | N/A |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |
| References | Click to download Interactive Resources Privacy Notices |

| System used: Just2easy | |
|--------------------------------|---|
| Description | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| Personal Data Items | Name Gender Class / Year group School Staff Name Class / Year group School |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360 |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | J2e secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | J2e and school360 staff to manage accounts |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | N/A |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |
| References | Click to download Just2easy Privacy & Data Policy |

| System used: Kapow | |
|--------------------------------|--|
| Description | Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials. |
| Personal Data Items | Staff Member/User |
| | NameTitleUsername / similar identifier |
| Why is it being processed? | From Kapow's privacy notice: We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances: Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation. |
| Legal Basis | Contract |
| | Article 6(1)(b) gives you a lawful basis for processing where: "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract" |
| | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Legitimate Interest |
| | Article 6(1)(f) gives you a lawful basis for processing where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child." |
| Evidence for legal basis | ICO toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Kapow keeps personal subscription data (first name, last name, school email address) inside the UK; this data is stored on our own WordPress hosting provider, based in a Google cloud in London. |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Kapow, Staff User |
| How long is data kept? | 1+ year |
| | |

| Who is data shared with? | From Kapow's privacy notice: 'We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above. Specific third parties including financial auditors, legal advisors, marketing agencies engaged to promote our business and products Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.' |
|--------------------------|---|
| Legal basis for sharing | ICO toolkit |
| How is data shared? | Transfer from parties |

| System used: Language Angels | |
|--------------------------------|--|
| Description | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. |
| Personal Data Items | teacher • Name child • Name • age |
| Why is it being processed? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis Tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| Legal basis for sharing | Public Task |
| How is data shared? | Language_Angels_Home_School_Terms_&_Conditions.pdf |

| System used: Learning by Questions | |
|------------------------------------|---|
| Description | me in the classroom is precious LbQ is the teaching tool to help squeeze the most out of your lesson. Enjoy more lightbulb moments with our award-winning resources. Respond and adapt quickly with our Live Results Matrix. Transform learning with immediate targeted feedback. |
| Personal Data Items | Teacher |
| | Name |
| | Pupil |
| | • Name |
| Why is it being processed? | https://www.lbq.org/Privacy-and-Data-Protection |
| Legal Basis | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool kit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.lbq.org/Privacy-and-Data-Protection |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.lbq.org/Privacy-and-Data-Protection |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.lbq.org/Privacy-and-Data-Protection |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.lbq.org/Privacy-and-Data-Protection |

| System used: Letter join | |
|--------------------------------|---|
| Description | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |
| Personal Data Items | School |
| | Name |
| | |
| | Staff |
| | NameClass |
| | |
| | Pupil |
| | NameClass |
| Why is it being processed? | To provide online access to a range of teaching and learning materials for staff and pupils. |
| Legal Basis | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Green and Tempest secure servers |
| Is it secure and/or encrypted? | In line with the General Data Protection Regulation (GDPR) we understand our obligation to store securely the contact details of our customers; those being personal identifiers, mainly names, addresses, telephone numbers and email addresses. This data is kept securely and is only accessible by staff at Green and Tempest Ltd. All data is deleted from our systems immediately upon customer notification of termination of a subscription. |
| Who can access data? | Staff, Letter join staff for support |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Not shared |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |

| References | Click to download Letter Join Privacy Policy |
|------------|--|
| | |

| Constant constitution | | |
|--------------------------------|--|--|
| System used: Lexia | | |
| Description | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. | |
| Personal Data Items | Name Job title School Address Telephone number e-mail address IP address Browser information School Name Payment details Usage data Pupil Name Age Class | |
| Why is it being processed? | Group To provide access for staff and pupils to a comprehensive range of teaching resources | |
| Land Basis | | |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller | |
| Evidence for legal basis | ICO Legal Basis Toolkit | |
| Is Consent Required? | No | |
| Data Source | School | |
| Where is data stored? | Lexia secure servers | |
| Is it secure and/or encrypted? | Lexia has appropriate measures in place to help ensure that our users' Data is protected against unauthorized access or use, alteration, unlawful or accidental destruction and accidental loss. Although we make reasonable efforts to protect your Personal Information from loss, misuse, or alteration by third parties, you should be aware that there is always some risk involved in transmitting information over the Internet. There is also some risk that thieves could find a way to thwart our security | |

| | systems. If you have any questions about the security of your personal information, you can contact us at privacyofficer@lexialearning.com. |
|--------------------------|---|
| Who can access data? | Staff, pupil (own data), Lexia staff for technical support |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff |
| Legal basis for sharing | Public task |
| How is data shared? | Internal secure systems |
| References | Click to download LEXIA Privacy Policy |
| | |

| System used: Medical Files - Electronic | |
|---|---|
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Medical History Medication Details Parents/Carers Name Address Contact Details Staff Name Position External Support Workers Name Organisation Position Address Contact Details |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |

| How is the Special Category data shared? | Secure encrypted laptops and pens, secure messenger |
|---|---|
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To ensure access to education |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure encrypted laptops/ school desktop computers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Head, SENDCO, Teachers, Key Workers |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |
| Legal basis for sharing | Public task |
| How is data shared? | Secure encrypted laptops |

| System used: Medical Files - Paper | |
|------------------------------------|---|
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Medical History Medication Details Parents/Carers Name Address Contact Details |
| | Name Position External Support Workers Name Organisation Position address Contact details |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | ICO regs Article 9 |

| How is the Special Category data shared? | Secure Messenger |
|---|---|
| Legal basis for sharing Special Category data | ICO regs Article 9 |
| Why is it being processed? | To ensure access to education |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure cabinet |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Head, SENDCO, Teachers, Key workers |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |
| Legal basis for sharing | Public Task |
| How is data shared? | Secure Messenger |

| System used: Medical log | |
|--------------------------|---|
| Description | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| Personal Data Items | Name Inhaler / medication information (doseage) DOB Class Medical condition Signs and symptoms Treatment Parental consent Name of medication and dose Side effects Storage requirements Special equipment Testing needed Access to food drink Dietary requirement Staff support Contingency arrangements Family / emergency contacts Hazard Risk Control measures / risk evaluation |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|---|---|
| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Internally with schoool / medical staff |
| Legal basis for sharing Special Category data | Article 9 |
| | |

| Why is it being processed? | Health and safety of child |
|--------------------------------|--|
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | Parent |
| Where is data stored? | Medical log in secure storage held in the school office |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff, NCC and NHS professionals |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Verbally, written and electronically via secure servers. |

| System used: Micro Librarian | |
|------------------------------|--|
| Description | Micro Librarian Systems (MLS), supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data |
| Personal Data Items | Staff Name School email Biometric data (if used) Pupil Name Age Year Biometric data (if used) Parent |
| | Name email |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Explicit Consent |
|---|---|
| | Explicit consent to the Data Subject, unless dependence on consent is prohibited by EU or member state law. |
| Special Category Evidence for legal basis | Consent required from Parent/Carer, or pupil (dependent on age) if biometric data element is used. |
| How is the Special Category data shared? | Not shared |
| Legal basis for sharing Special Category data | N/A |
| Why is it being processed? | To provide online access to a range of library and literacy tools. |
| Legal Basis | Public task |

| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
|--------------------------------|--|
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | Yes for biometric data if this element of the service is used. |
| Data Source | School |
| Where is data stored? | Micro library secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff, ML for technical support. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | N/A |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |
| References | Click to download Micro Librarian |

| System used: Microsoft Teams | |
|--------------------------------|--|
| Description | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background |
| Personal Data Items | Teacher |
| | Name |
| | Child |
| | Name |
| Why is it being processed? | https://privacy.microsoft.com/en-us/privacystatement |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://privacy.microsoft.com/en-us/privacystatement |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://privacy.microsoft.com/en-us/privacystatement |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://privacy.microsoft.com/en-us/privacystatement |

| Legal basis for sharing | Public Task/ |
|-------------------------|--|
| How is data shared? | https://privacy.microsoft.com/en-us/privacystatement |

| System used: Monster Phonics | |
|--------------------------------|--|
| Description | Phonics is the foundation that all other education is built upon and having the right phonics programme in place can make all the difference to your schools' performance |
| Personal Data Items | Teacher |
| | Name |
| | Pupil |
| | Name |
| Why is it being processed? | https://monsterphonics.com/privacy-policy/ |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO - Legal Basis tool |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | https://monsterphonics.com/privacy-policy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://monsterphonics.com/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://monsterphonics.com/privacy-policy/ |
| Legal basis for sharing | Legal Obligation/Public Task |
| How is data shared? | https://monsterphonics.com/privacy-policy/ |

| System used: Nereo (Matrix) | |
|--------------------------------|--|
| Description | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |
| Personal Data Items | All Staff |
| | NameDate of birth |
| Why is it being processed? | https://www.nereo.gov.uk/privacy-notice/ |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | yes |
| Data Source | School |
| Where is data stored? | https://www.nereo.gov.uk/privacy-notice/ |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://www.nereo.gov.uk/privacy-notice/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.nereo.gov.uk/privacy-notice/ |
| Legal basis for sharing | Public task/legal obligation |
| How is data shared? | https://www.nereo.gov.uk/privacy-notice/ |

| System used: Nursery (Early Years) files | |
|--|---|
| Description | Early years registration information and funding information for Early Years entitlement, hours taken each week |
| Personal Data Items | Name DOB Gender Address Documents seen / recorded Parents Nat. Insurance Number Eligibility code Religion Email address Telephone number Parent work details Emergency contact details Former placements Medical information Ethnic origin SEN information EAL Armed forces Meal arrangements Parental consent: medicine, photos, website, school publications, press, local excursions Start dates Desired sessions |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|---|---|
| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Internally within school |
| Legal basis for sharing Special | Article 9 |

| Category data | |
|--------------------------------|---|
| Why is it being processed? | To ensure registration of chidlren into school and that children receive their entitlements |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | Accurate record of admission |
| Is Consent Required? | No |
| Data Source | Parent |
| Where is data stored? | In school office in secure storage |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | SLT |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | School staff, NCC, outside agencies as required |
| Legal basis for sharing | Safeguarding |
| How is data shared? | Verbally / Electronically via secure server. |

| System used: Oak Acadamy | |
|--------------------------------|---|
| Description | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| Personal Data Items | Teacher |
| | Name |
| | Pupil |
| | NameAge |
| Why is it being processed? | https://privacy.thenational.academy/ |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://privacy.thenational.academy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://privacy.thenational.academy/ |
| How long is data kept? | 3+ years |
| Who is data shared with? | https://privacy.thenational.academy/ |
| Legal basis for sharing | Public Task/Legal Obligation |
| How is data shared? | https://privacy.thenational.academy/ |

| System used: Performance Management | |
|-------------------------------------|--|
| Description | Staff appraisals |
| Why is it being processed? | To assist SLT in reviewing performance |
| Legal Basis | Contract Article 6(1)(b) gives you a lawful basis for processing where: "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract" |
| Evidence for legal basis | Legitimate interest and public task |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Online Paper |
| Is it secure and/or encrypted? | Yes encrypted on line Paper in a locked drawer |
| Who can access data? | SLT and line managers |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff member |
| Legal basis for sharing | Public task |
| How is data shared? | Verbally Paper copy Electronic copy |

| System used: Personnel files | |
|--------------------------------|---|
| Description | Information relating to staff employment |
| Personal Data Items | Name Address Telephone number e-mail address National Insurance Number Qualifications DOB Contract Payroll no. Employment history References Leave of absence DBS checked |
| Why is it being processed? | Necessary for employment |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis Tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure filing cabinet & online secure servers. |
| Is it secure and/or encrypted? | Yes - secure storage |
| Who can access data? | Headteacher and office staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | NCC and/or HR provider and/or Payroll provider |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Electronically or secure courier |

| System used: Phonics play | |
|--------------------------------|---|
| Description | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn |
| Personal Data Items | School Name Pupil Name Staff Name |
| Why is it being processed? | To provide access to online learning resources for pupils and staff. |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Phonics play servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Staff, Phonics Play for support |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff |
| Legal basis for sharing | Public task |
| How is data shared? | Online secure server |
| References | Click to download Phonics Play Privacy Policy |

| System used: Purple Mash | |
|--------------------------------|---|
| Description | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2. |
| Personal Data Items | Pupil Name Year Group School Age Staff Name School |
| Why is it being processed? | To provide online access to a range of Edtech software. |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Purple Mash secure online system |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Staff, Pupils both in school and home |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | School staff |
| Legal basis for sharing | Public task |
| How is data shared? | Via online purple mash servers |
| | |

| System used: Reading Plus | |
|--------------------------------|---|
| Description | Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers. |
| Personal Data Items | Teacher • Name Child • Name • Age |
| Why is it being processed? | https://www.readingplus.com/privacy-policy/ |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.readingplus.com/privacy-policy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.readingplus.com/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.readingplus.com/privacy-policy/ |
| Legal basis for sharing | Public task/Legal Obligation |
| How is data shared? | https://www.readingplus.com/privacy-policy/ |

| System used: Recruitment information | |
|--------------------------------------|---|
| Description | Part of the job application process |
| Personal Data Items | Name Name DOB Address Educational establishments attended Qualifications Disciplinary Records Appraisal Records Salary information |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, |
|---|--|
| | social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Electronically via secure online servers |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | As part of the recruitment process |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | Safer recruitment process |

| Is Consent Required? | Yes |
|--------------------------------|--|
| Data Source | School |
| Where is data stored? | Business Manager's office HT/ DHT |
| Is it secure and/or encrypted? | Locked storage/ filing cabinet |
| Who can access data? | Business Manager/ HT/ DHT/ School Governors |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Governors/ shortlisting panel/ SIP/ HR |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Within shortlisting process/ Local Authority/ relevant personnel |

| System used: Registers Description Daily register, after school club registers, lunch register Personal Data Items Child | | |
|--|--------------------------------|--|
| Personal Data Items Child Name Address Date of Birth Lunch Status Attendance Why is it being processed? To monitor children's attendance - legal obligation. Legal Basis Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller Evidence for legal basis ICO legal basis toolkit Is Consent Required? No Data Source School Where is data stored? Paper registers kept in the school office Electronic registers online Is it secure and/or encrypted? Yes- secure Who can access data? School staff, after school club providers How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | System used: Registers | |
| • Name • Address • Date of Birth • Lunch Status • Attendance Why is it being processed? To monitor children's attendance - legal obligation. Legal Basis Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller Evidence for legal basis ICO legal basis toolkit Is Consent Required? No Data Source School Where is data stored? Paper registers kept in the school office Electronic registers online Is it secure and/or encrypted? Yes- secure Who can access data? How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Description | Daily register, after school club registers, lunch register |
| Legal Basis Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller Evidence for legal basis ICO legal basis toolkit Is Consent Required? No Data Source School Where is data stored? Paper registers kept in the school office Electronic registers online Is it secure and/or encrypted? Yes- secure Who can access data? School staff, after school club providers How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Personal Data Items | NameAddressDate of BirthLunch Status |
| Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller Evidence for legal basis ICO legal basis toolkit Is Consent Required? No Data Source Where is data stored? Paper registers kept in the school office Electronic registers online Is it secure and/or encrypted? Yes- secure Who can access data? School staff, after school club providers How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Why is it being processed? | To monitor children's attendance - legal obligation. |
| Is Consent Required? Data Source School Where is data stored? Paper registers kept in the school office Electronic registers online Is it secure and/or encrypted? Yes- secure Who can access data? School staff, after school club providers How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public |
| Data Source School Where is data stored? Paper registers kept in the school office Electronic registers online Is it secure and/or encrypted? Yes- secure Who can access data? School staff, after school club providers How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation How is data shared? Through the paper register at the time of completion. Electronically with | Evidence for legal basis | ICO legal basis toolkit |
| Where is data stored? Is it secure and/or encrypted? Who can access data? School staff, after school club providers How long is data kept? School staff, after school club providers School staff, after school club providers Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Is Consent Required? | No |
| Is it secure and/or encrypted? Who can access data? School staff, after school club providers How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Data Source | School |
| Who can access data? School staff, after school club providers 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation Through the paper register at the time of completion. Electronically with | Where is data stored? | Paper registers kept in the school office Electronic registers online |
| How long is data kept? 3 years after date closed Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation How is data shared? Through the paper register at the time of completion. Electronically with | Is it secure and/or encrypted? | Yes- secure |
| Who is data shared with? School staff, after school club providers Legal basis for sharing Public task and legal obligation How is data shared? Through the paper register at the time of completion. Electronically with | Who can access data? | School staff, after school club providers |
| Legal basis for sharing Public task and legal obligation How is data shared? Through the paper register at the time of completion. Electronically with | How long is data kept? | 3 years after date closed |
| How is data shared? Through the paper register at the time of completion. Electronically with | Who is data shared with? | School staff, after school club providers |
| | Legal basis for sharing | Public task and legal obligation |
| | How is data shared? | |

| System used: Safeguarding Records - Electronic | |
|--|--|
| Description | Records relating to safeguarding of children |
| Personal Data Items | Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions |
| | Parent/Carers Name Address Contact Details Staff Name Position |
| | Social Care Worker • Name • Address • Contact Details |
| | Name Organisation Position Address Contact Details |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|--------------------------------------|---|
| | Processing is required for carrying out obligations under employment, |

| | social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Secure Cloud Sharing - Google or Office 365 |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | school computer, laptop |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Head Teacher, Designated Admin staff, Class Teacher, LA Workers as appropriate |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |
| Legal basis for sharing | Statutory and Legitimate |
| How is data shared? | Secure Cloud Sharing, Google or Office 365 |

| System used: Safeguarding Records - Paper | |
|---|--|
| Description | Records relating to safeguarding of children |
| Personal Data Items | Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions |
| | Parent/Carers Name Address Contact Details Staff Name Position |
| | Social Care Worker Name Address Contact Details External Support Workers |
| | Name Organisation Position Address Contact Details |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|--------------------------------------|---|
| | Processing is required for carrying out obligations under employment, |

| | social security or social protection law or a collective agreement. |
|---|---|
| | Significant Public Interest |
| | Processing is required for reasons of significant public interest on the basis of Union or Member State Law that is equivalent to the aim pursued and which contains suitable safeguards. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Secure Messenger, verbal |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure cabinet, |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Head Teacher, Designated admin staff, Class Teacher, LA workers as appropriate |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |
| Legal basis for sharing | Statutory and Legitimate interest |
| How is data shared? | Verbal or secure messenger |

| System used: School360 | |
|------------------------|--|
| Description | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| Personal Data Items | Pupil Name School id Class/Group Year UPN (Unique Pupil Number) Gender Attendance (If School360 used for registration) Pupil concern reports EYFS reflections |
| | NameStaff Alternative e-mail addressTeacher pupil notes |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|---|---|
| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Electronically, encrypted on transfer and storage. |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To facilitate setting up and access to the County learning platform - School360 |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing |

| | is necessary for compliance with a legal obligation to which the controller is subject." |
|--------------------------------|--|
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | Guidance from ICO Tool |
| Is Consent Required? | No |
| Data Source | SIMS |
| Where is data stored? | Rackspace London |
| Is it secure and/or encrypted? | Yes - See Rackspace Privacy Policy |
| Who can access data? | School Administrator NCC ICT Team Seven360 development staff Users (own data) |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | SIMs Wonde Frog Learning Just2easy Interactive Resources |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Electronically, encrypted on transfer and storage. |
| References | Click to download School360 Privacy Policy Click to download School360 EYFS App Privacy Policy Click to download School360 Parent App Privacy Policy |

| System used: SEND electronic records | |
|--------------------------------------|--|
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs SEND History Parents / Carers Name Address Contact details |
| | Name Position External Support Workers Name Organisation Position Address Contact details |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |

| How is the Special Category data shared? | Secure cloud share - Google or Office 365 |
|---|---|
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To ensure appropriate levels of support for the student in relation SEND needs |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Google Drive or Office 360 secure cloud storage |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Head, SENDCO, Teachers, Key Workers |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |
| Legal basis for sharing | Public Task |
| How is data shared? | Secure cloud share or secure messenger if printed. |

| System used: Send Paper Records | |
|---------------------------------|---|
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | Pupil Name Date Of Birth Address Medical Information Health & Social Care Specific Educational Needs Interventions In Place Parents Name Address Contact Details Staff Name Position External Support Name Organisation Position Address Contact Details |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|---|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data | Secure messenger |

| shared? | |
|---|---|
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To support educational entitlement to meet statutory obligations |
| Legal Basis | Legal Obligation Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Legitimate Interest Article 6(1)(f) gives you a lawful basis for processing where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child." |
| Evidence for legal basis | ICO Legal Basis Toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure Cabinet |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Headteacher, Key Worker, Class Teacher, SENDCO and Office Staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Case workers, Parents, local Authority and Receiving Schools |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Secure Messenger |

| System used: Senso Cloud | |
|--------------------------------|--|
| Description | The Cloud Based Platform for Device Monitoring and Management. All-In- One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal |
| Personal Data Items | User |
| | Name Marital status Title DOB Gender Address Email Address Telephone number |
| Why is it being processed? | For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation. |
| Legal Basis | Contract |
| | Article 6(1)(b) gives you a lawful basis for processing where: "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract" |
| | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Legitimate Interest |
| | Article 6(1)(f) gives you a lawful basis for processing where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child." |
| Evidence for legal basis | ICO toolkit |
| Is Consent Required? | No but consent can be withdrawn at any time |
| Data Source | School |
| Where is data stored? | Secure cloud server |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | The authorised person(s) within school only - staff |
| How long is data kept? | 3 years after date closed |
| | |

| Who is data shared with? | External third parties - details and lawful basis all set out on website privacy notice. |
|--------------------------|--|
| Legal basis for sharing | Contract, legitimate interest |
| How is data shared? | Via company server |

| System used: SIMS | |
|---------------------|---|
| Description | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| Personal Data Items | Pupil Name Date of birth Address Title Gender Class Year Parent/carer name UPN Dietary Requirements Medical information Attendance/exclusion FSM SEN |
| | SEN Assessment information Child Protection Plan School history Looked After Information Parent/Carer Name Address Phone number email address Gender Title DOB Parental responsibility Language Occupation |
| | Staff Name Address Phone number email address Title Gender DOB NI Number Ethnicity Bank Account Information Qualifications Disability & Medical Information |

- ReligionMarital statusLanguage
 - Passport Information
 - Dietary requirements
 - Absences
 - Car information
 - Next of Kin
 - Payroll number
 - DBS Information

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation |
|---|--|
| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | Electronically via secure encrypted communication |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements. |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| | |

| Data Source | SIMS |
|--------------------------------|---|
| Where is data stored? | Capita SIms secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Admin staff, teachers in school, NCC SIMs team and Capita SIMs staff for support. |
| How long is data kept? | 10+ years |
| Who is data shared with? | Parents |
| Legal basis for sharing | Necessary for completion of statutory tasks. |
| How is data shared? | Electronically via secure encrypted communication |
| References | Click to download Capita SIMS Privacy Statement |

| System used: Social media sites e.g | . Twitter, Facebook |
|-------------------------------------|---|
| Description | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| Personal Data Items | Pupil Photos (unnamed) Videos (unnamed) School name Classes |
| Why is it being processed? | Unnamed photos of pupils and their work are used on the site |
| Legal Basis | Consent Article 6(1)(a) gives you a lawful basis for processing where: "the data subject has given consent to the processing of their personal data for one or more specific purposes" |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | Twitter or Facebook servers and in school |
| Is it secure and/or encrypted? | Twitter account is password protected. Only parents who have been approved by the school can access or follow the school twitter account |
| Who can access data? | Parents of children in school who have requested to follow the school on twitter and who have been approved by the admin team. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Information shared with parents |
| Legal basis for sharing | Consent |
| How is data shared? | Online via secure servers |

| System used: Spelling Shed | |
|--------------------------------|---|
| Description | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. |
| Personal Data Items | Name Age Parent Name Contact Details |
| Why is it being processed? | https://www.edshed.com/en-gb/privacy |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal toolkit |
| Is Consent Required? | Yes as part of registration process |
| Data Source | School |
| Where is data stored? | https://www.edshed.com/en-gb/privacy |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | School, teachers and parents |
| How long is data kept? | 3+ years |
| Who is data shared with? | https://www.edshed.com/en-gb/privacy |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.edshed.com/en-gb/privacy |
| | |

| System used: Tapestry | |
|--------------------------------|---|
| Description | An online journal recording all the learning and fun of children's early years education. |
| Personal Data Items | School Name Address Email address and name of person who pays for service in school Pupil Name Date of birth Notes on progress Photographs Videos Address Parent Name email address Staff Name Email address |
| Why is it being processed? | To provide access to an online early years journal which records pupil activity and progress throughout the year. |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes for parent access element |
| Data Source | School |
| Where is data stored? | Tapestry? secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Staff, parents (own child), other settings if child moves school and new school if it uses Tapestry. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | The child's? new school if it uses Tapestry. |
| Legal basis for sharing | Public task |
| How is data shared? | Electronically over secure link. |

| References | Click to download Tapestry Privacy Policy |
|------------|---|
| | |

| System used: Testbase | System used: Testbase | |
|-----------------------|---|--|
| Description | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. | |
| Personal Data Items | Name Contact Address Contact Email Contact Telephone Number Billing Address Staff Name Pupil Name UPN Admission number Gender Year Group Registration group Class name Teacher name Ethnicity Eligibilty for free school meals Pupil premium indicator SEN Status In LEA care | |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|--------------------------------------|---|
| Special Category Evidence for | Article 9 |

| legal basis | |
|---|--|
| How is the Special Category data shared? | AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service. |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups. |
| Legal Basis | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Public task |
| | Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO Legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure server |
| Is it secure and/or encrypted? | Account is password protected, Store on Doublestruck secure servers. |
| Who can access data? | School; Teastbase (Doublestruck LTD) for technical support. |
| How long is data kept? | 6 years after date closed |
| Who is data shared with? | AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service. |
| Legal basis for sharing | Legal obligation and public task |
| How is data shared? | In a structure, commonly used, machine readable format. |
| References | Click to download Testbase privacy notice |

| System used: Touch Type Read Spe | II |
|----------------------------------|---|
| Description | multi-sensory course that teaches typing, reading and spelling |
| Personal Data Items | User |
| | Name Username |
| Why is it being processed? | Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation |
| Legal Basis | Contract |
| | Article 6(1)(b) gives you a lawful basis for processing where: "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract" |
| | Legal Obligation |
| | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." |
| | Legitimate Interest |
| | Article 6(1)(f) gives you a lawful basis for processing where: "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child." |
| Evidence for legal basis | ICO toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | databases stored on servers operated by Microsoft Azure located in the Netherlands in the EU. |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School, user |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing). You will receive marketing communications from us if you have requested information from us or purchased goods or services from us [or if you provided us |

| | with your details when you entered a competition or registered for a promotion] and, in each case, you have not opted out of receiving that marketing. We will get your express opt-in consent before we share your personal data with any company outside the TTRS group of companies for marketing purposes. |
|-------------------------|--|
| Legal basis for sharing | Legitimate interest |
| How is data shared? | Through communications, servers. |

| System used: Visitor book | |
|--------------------------------|---|
| Description | Log of all visitors into school / fire regulations |
| Personal Data Items | Visitor • Name • Date and time • Car registration • Purpose of visit • Company |
| Why is it being processed? | Safeguarding, health and safety, fire regulations |
| Legal Basis | Article 6(1)(c) provides a lawful basis for processing where: "processing is necessary for compliance with a legal obligation to which the controller is subject." Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Visitor book (hard copy) |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff, visitors |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | School staff, visitors |
| Legal basis for sharing | Public task & legal obligation |
| How is data shared? | Hard copy or secure online server. |

| System used: Wonde | |
|---------------------|---|
| Description | Manages transfer of data from Sims MIS to School360. |
| Personal Data Items | Staff Name Name School id Class/group Year UPN Gender Attendance |

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data for the purpose of identifying a natural person
- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
|---|--|
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | School 360 secure servers |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | To facilitate the exchange of data to allow the set up of school360 for a school. |
| Legal Basis | Contract Article 6(1)(b) gives you a lawful basis for processing where: "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract" |
| Evidence for legal basis | ICO legal basis toolkit |

| Is Consent Required? | No |
|--------------------------------|--|
| Data Source | SIMS |
| Where is data stored? | School360 servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School360 users |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | School360 users |
| Legal basis for sharing | Public task & legitimate interest |
| How is data shared? | Online secure servers |
| References | Click to download Wonde Privacy Policy Click to download Wonde data protection |

| System used: Y4 Multiplication Check | |
|--------------------------------------|--|
| Description | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| Personal Data Items | • Name |
| Why is it being processed? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal framework tool kit |
| Is Consent Required? | yes |
| Data Source | School |
| Where is data stored? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| Legal basis for sharing | Public task |
| How is data shared? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |