

## The Dales GDPR Asset Register Date: 03/12/2025

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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	
Active Learn Pearsons - including Bug Club and Abacus Maths	Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools.	
Adobe Creative Cloud Express [formerly Adobe Spark]	Creates videos & stores them	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
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	
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Bromcom	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.	yes
Canva	Canva is an online design and publishing tool	
CCTV	CCTV	
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
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.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
Covid-19 Lateral Flow Testing	About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff	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 tradition and delicate	0	
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
Eco School The Pod	The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links.	
Education City	EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.	
Eduspot	Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App	yes
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
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	

Health & Safety	Records pertaining to Health & Safety	
Interactive Resources	Pupil / teacher online learning resources for Numeracy.	
Inventry	A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding	
Just2easy	Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Mathletics _ online numeracy activities	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.	
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
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	
MS Office Suite	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.	
National Online Safety.com	Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing	
National Tutoring Programme (NTP)	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.	yes
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.	
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Performance Management	Staff appraisals	
Personnel files	Information relating to staff employment	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social	

	media platforms.	
Place Leisure- School Swimming Management System	The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for.	yes
Plickers	Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
Reading Planet	Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. ?Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasureStrengthen home-school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook	
RealSmart	Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!	

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
School meals identification	Identification of pupils for meals	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
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.	
Teachers2Parent	Parent/Staff/Other Text Messaging System	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes
Twinkl	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it.	
Visitor book	Log of all visitors into school / fire regulations	
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	
Advantex Internet Filtering	Advantex Internet Filtering provides DfE compliant Internet Filtering Services for schools connected to it's system.	

Arts Award (Trinity College London)	'Arts Award', 'Discover', 'Explore' & 'Bronze Award' certification and moderation	
Boardmaker / Tobii Dynavox	Boardmaker provides a multi-level approach to creating engaging print and interactive materials for your special education needs	
Code.org	Code.org® is a nonprofit dedicated to expanding access to computer science in schools and increasing participation by young women and students from other underrepresented groups.	
CPOMS StaffSafe	Allows schools to capture compliance and record welfare information on all school personnel	yes
Evidence for Learning	Evidence for Learning supports an Inquiry-based approach to education and provision, that allows ALL stakeholders in a child, young person or adult's learning and development to quickly and easily gather photo and video evidence, linked to the individual's learning goals as well as any key skills frameworks. Observations can be annotated and tagged to reflect your school's basket of indicators in an instant. Evidence for Learning supports ANY assessment framework and ANY assessment model – including evidencing and tracking progress against individual learning intentions and targets related to Education Health & Care (EHC) Plans. What's more, teachers can easily amend and add to these goals over time in order to respond to a learners' ongoing needs and development.	
iASEND	Pupil Progress Tracking System	
iASEND Evidence	Application providing parents / carers with access to 'learning journals'.	
InVentry Sign In Solutions	InVentry electronic sign in system for Staff, Pupils and Visitors	
Read Write Inc	Read Write Inc. Phonics teaches children to read accurately and fluently with good comprehension. They learn to form each letter, spell correctly, and compose their ideas step-by-step.	
Tinkercad	Tinkercad is a free, easy-to-use app for 3D design, electronics, and coding. It's used by teachers, kids, hobbyists, and designers to imagine, design, and make anything!	
Windows 2012 R2 Servers	The Dales Shool Private Domain Network	

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	<ul> <li>Name</li> <li>DOB</li> <li>Gender</li> <li>Address</li> <li>Telephone number</li> <li>Date and time of accident</li> <li>nature of injury</li> <li>Place of accident</li> <li>First aid</li> <li>Circumstances</li> <li>Action taken</li> <li>Witness information</li> </ul>
	<ul> <li>Name</li> <li>Occupation</li> <li>DOB</li> <li>Gender</li> <li>Address</li> <li>Telephone number</li> <li>Date and time of injury</li> <li>nature of injury</li> <li>place of accident</li> <li>First aid</li> <li>Circumstances</li> <li>Action taken</li> <li>Witness information</li> </ul>
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: Active Learn Pearsons - including Bug Club and Abacus Maths	
Description	Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools.
Personal Data Items	Pupil
	Name     Class  Staff
	Starr
	Name
Why is it being processed?	To provide online access to curriculum 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 tool
Is Consent Required?	No
Data Source	SIMS
Where is data stored?	Pearsons secure servers
Is it secure and/or encrypted?	Yes Your privacy is extremely important to us. We're committed to protecting any personal information you've given us, and we comply with all relevant data protection laws. This means that: • we take full responsibility for the information we hold about you • we will protect your privacy at all times • we will never sell your personal information Whether you've supplied your personal details online, by phone or text, by email or in a letter, we will never use them without a lawful reason to do so. We'll use them for the purposes for which they were initially requested and as fully explained in this Privacy Notice and Cookie Policy.
Who can access data?	Staff, pupils own data, Pearsons 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 Pearson GDPR readiness Click to download Bug Club Pearson Privacy Notice

System used: Adobe Creative Cloud	System used: Adobe Creative Cloud Express [formerly Adobe Spark]	
Description	Creates videos & stores them	
Personal Data Items	Teacher  Name email technical info -IP address device  Pupil  Name School email	
Why is it being processed?	To allow use of 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?	Adobe's servers and the servers of companies we hire to provide services to us	
Is it secure and/or encrypted?	We employ administrative, technical and physical security controls where appropriate, such as encryption, 2-step verification and strict contractual confidentiality obligations for employees and contractors.	
Who can access data?	School Adobe staff & contractors as needed to provide service	
How long is data kept?	3 years after date closed	
Who is data shared with?	Contractors to provide service	
Legal basis for sharing	ICO Toolkit contract & public task	
How is data shared?	Secure & encrypted transfer	

System used: Assessment Records	
Description	Electronic and paper mark books
Personal Data Items	<ul> <li>Name</li> <li>Gender</li> <li>Disadvantaged cohort</li> <li>SEND Code</li> <li>Key Stage 2 Assessment data</li> <li>Internal Assessment Data</li> </ul>
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

- 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: 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: Behaviour Files - Paper (in class)	
Description	Information relating to the behaviours of particular pupils
Personal Data Items	Pupils  Name Date of Birth Address Health Needs Educational Behavioural Needs Social Care Status  Parents/Carers  Name Address Contact Details  Staff  Name Position  External Support Workers
	<ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>

- 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?	Verbally & by Secure Messenger
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	To ensure access to education appropriate to 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?	Secure cabinet
Is it secure and/or encrypted?	Yes
Who can access data?	Head Teacher, Class Teacher and key workers as appropriate
How long is data kept?	3 years after date closed
Who is data shared with?	External support workers as applies
Legal basis for sharing	Public Task & Legal Obligation
How is data shared?	Verbal or secure messenger

Cyatam usadi Bramaam	
System used: Bromcom  Description	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.
Personal Data Items	Pupil  Name DOB Address Title Gender Class Year Parent/carer name and contact details UPN Dietary Requirements Medical Information Attendance/exclusion FSM SEN EAL & First Language Assessment Information Pupil Premium Child Protection Plan School history Looked After information Ethnicity Religion  Staff
	<ul> <li>Name</li> <li>Address</li> <li>Phone number</li> <li>Email address</li> <li>Title</li> <li>Gender</li> <li>DOB</li> <li>NI Number</li> <li>Ethnicity</li> <li>Bank Account information</li> <li>Qualifications</li> <li>Disability and Medical Information</li> <li>Religion</li> <li>Martial status</li> <li>Language</li> <li>Passport information</li> <li>Dietary requirements</li> <li>Absences</li> <li>Car information</li> </ul>

- 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.
	Public
	Processing relates to personal data manifestly made public by the Data Subject.
Special Category Evidence for legal basis	Public task, contract, consent, legal obligation
How is the Special Category data shared?	https://bromcom.com/privacy-policy/
Legal basis for sharing Special Category data	Public interest and obligation
Why is it being processed?	https://bromcom.com/privacy-policy/
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"
	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"
	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?	Yes
Data Source	School
Where is data stored?	https://bromcom.com/privacy-policy/
Is it secure and/or encrypted?	Secure
Who can access data?	https://bromcom.com/privacy-policy/
How long is data kept?	6 years after date closed
Who is data shared with?	https://bromcom.com/privacy-policy/
Legal basis for sharing	Public task and legal obligation
How is data shared?	https://bromcom.com/privacy-policy/

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: CCTV	
Description	CCTV
Personal Data Items	Staff
	• Images
	Child
	• Images
	Visitor
	• Images
Why is it being processed?	Safeguarding
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?	School servers and recordings
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?	Police in event of criminal investigations
Legal basis for sharing	ICO legal basis toolkit
How is data shared?	Hard Copy

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	<ul> <li>Name</li> <li>Date of Birth</li> <li>Address</li> <li>Health Needs</li> <li>Social Care Status</li> <li>Educational Needs</li> <li>Child Protection Plan/Actions</li> </ul>	
	<ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul> Staff <ul> <li>Name</li> </ul>	
	<ul> <li>Position</li> <li>Social Care Worker</li> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul>	
	<ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>	

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

<b>Special</b>	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	
	<ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul> Staff <ul> <li>Name</li> <li>Position</li> </ul>	
	Social Care Worker  • Name • Address • Contact Details	
	<ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>	

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<b>Special</b>	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?	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: 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: 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	

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- 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: Covid-19 Lateral Flow Testing	
Description	About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff
Personal Data Items	<ul> <li>Name</li> <li>Date of Birth</li> <li>Postcode</li> <li>Test Result</li> </ul> Parent <ul> <li>Name</li> <li>Email address</li> <li>Telephone number</li> </ul>

- 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	Public Interest / Public Health  Processing necessary for reasons of public interest in the area of public
	health such as protecting against serious cross-border threats to health or guaranteeing high standards of healthcare and of medical products or medical devices.
Special Category Evidence for legal basis	Article 9
How is the Special Category data shared?	Electronically/verbally with PHE
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	To support the national effort in the fight against Covid-19. Under

	instruction from the DfE and PHE.
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	Parent
Where is data stored?	Electronic school system
Is it secure and/or encrypted?	Yes
Who can access data?	School staff
How long is data kept?	3+ years
Who is data shared with?	Public Health England
Legal basis for sharing	Legal obligation & public task
How is data shared?	Electronically through secure servers.

# 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

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# 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	<ul> <li>Name</li> <li>date of birth</li> <li>gender</li> <li>class</li> <li>year</li> <li>FSM</li> <li>SEN</li> <li>Assessment info</li> </ul>

- Racial or ethnic origin
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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 workforce 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	<ul><li>Pupil</li><li>Name</li><li>DOB</li><li>Dietary information</li></ul>

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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?	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: Eco School The Pod	
Description	The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links.
Personal Data Items	Staff  Name School Class Groups  Pupil  Name School Year Class
Why is it being processed?	To provide access to a range of online materials for staff and pupils.
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?	EDF servers
Is it secure and/or encrypted?	No data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, EDF Energy cannot ensure or warrant the security of any information you transmit to EDF Energy and you do so at your own risk. Following transmission, EDF Energy will make best efforts to ensure the security of the information on its systems.
Who can access data?	Staff, Pupils (own data), Edf staff for technical 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 Eco School The Pod Privacy Policy

System used: Education City	
Description	EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.
Personal Data Items	Staff  Name Email School  Pupil  Name Gender Age Class
Why is it being processed?	To provide access for teachers and pupils to a range of online teaching and learning 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?	Education City secure servers in the U.K>
Is it secure and/or encrypted?	Yes
Who can access data?	School users with login, Education city for technical? support
How long is data kept?	3 years after date closed
Who is data shared with?	Shared with school
Legal basis for sharing	Public task
How is data shared?	Secure online server
References	Click to download Education City

System used: Eduspot	
Description	Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App
Personal Data Items	• Name • School • Classes • Email
	<ul> <li>Name</li> <li>Class</li> <li>age</li> <li>Performance Data</li> <li>SEND</li> <li>Gender</li> </ul>

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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?	n/a
Legal basis for sharing Special Category data	n/a
Why is it being processed?	To provide the school with a range of tools for recording reporting and communication with parents/carers
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?	Eduspot secure server
Is it secure and/or encrypted?	secure
Who can access data?	School staff with logins, Eduspot staff 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 Link to privacy notice - https://eduspot.co.uk/privacy-policy/

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	Staff  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?	Yes
Data Source	SIMS
Where is data stored?	'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.'
Is it secure and/or encrypted?	Yes
Who can access data?	Evolve staff
How long is data kept?	3 years after date closed
Who is data shared with?	'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 calendars.'
Legal basis for sharing	Public task & legal obligation
How is data shared?	See contract/agreement

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

System used: Google Classroom	
Description	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.
Personal Data Items	Teacher
	Name
	Child
	Name
Why is it being processed?	https://policies.google.com/privacy?hl=en-GB#infocollect
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 tool kit
Is Consent Required?	Yes
Data Source	School
Where is data stored?	https://policies.google.com/privacy?hl=en-GB#infocollect
Is it secure and/or encrypted?	Secure
Who can access data?	https://policies.google.com/privacy?hl=en-GB#infocollect
How long is data kept?	3 years after date closed
Who is data shared with?	https://policies.google.com/privacy?hl=en-GB#infocollect
Legal basis for sharing	Public Task/legal obligation
How is data shared?	https://policies.google.com/privacy?hl=en-GB#infocollect

System used: Google drive for educ	cation
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	Staff  • Name • Classes / groups • Gmail address  Pupil  • Name • Classes / groups • Gmail address  Governor  • Name • Gmail address
Wiles in it hairen noonaan do	
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

Details of all members of the Governing Body
Name  Name Address Contact Details Photos Attendance at Meetings Pecuniary Interests
Statutory Requirement
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
ICO legal basis toolkit
No
School
Secure school systems
Yes
Admin staff/ SLT
3+ years
Local Authority and the general public
Public task and legal obligation
Electronically via a secure server.

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 • D.o.B • 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: Interactive Resources	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: Inventry	
Description	A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding
Personal Data Items	Name     Company [if any]     Photograph     Vehicle Reg     Times in & out     Who visiting     email  Staff member     Name     Times signed in & out  Student  Name     Form group     Year group     Times signed in & out
Why is it being processed?	School security- school has real time view of who is visiting. System makes a badge with photo which is useful for identifying visitors - safeguarding
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	Public task
Is Consent Required?	No
Data Source	Other
Where is data stored?	Secure cloud storage and school IT system
Is it secure and/or encrypted?	Yes
Who can access data?	School staff - Inventry when requested eg emergency
How long is data kept?	3 years after date closed
Who is data shared with?	Only shared with systems when customer requests this
Legal basis for sharing	Public task
How is data shared?	Secure encrypted

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	<ul> <li>Name</li> <li>Gender</li> <li>Class / Year group</li> <li>School</li> </ul> Staff <ul> <li>Name</li> <li>Class / Year group</li> <li>School</li> </ul>
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

Description	The Lighten and Deckete provide DfC compliant Internet Filtering Commission
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	Staff
	Name
	Machine name
	<ul><li>I/P address</li><li>URLs visited</li></ul>
	• School
	Pupil
	Name
	• Name
	<ul><li>Machine name</li><li>I/P address</li></ul>
	URLs visited
Miles in it hairen managan do	School  Chat the respective and the filter laterance are incoming a few parks and the selections.
Why is it being processed?	Statutory requirement to filter Internet services for school users
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?	Lightspeed Rockets at County Hall Northumberland
Is it secure and/or encrypted?	Yes
Who can access data?	NCC school support Staff, Curriculum ICT Team, Lightspeed staff for support
How long is data kept?	3 years after date closed
Who is data shared with?	School leadership, LSCB and police if serious incident occurs
Legal basis for sharing	Public task and legal obligation
How is data shared?	Secure electron communication
References	Click to download Lightspeed Privacy Notice

System used: Local Authority moderation of work	
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	School
	Name
	Staff
	Initials
	Pupil
	<ul><li>Initials</li><li>Gender</li></ul>
	Unique pupil number (UPN)
Why is it being processed?	As part of the statutory? requires for assessment and moderation in 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."
	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?	At County Hall in secure Filing systems and online, encrypted
Is it secure and/or encrypted?	Yes
Who can access data?	Local Authority school data team and assessment/moderation team.
How long is data kept?	3 years after date closed
Who is data shared with?	Other NCC staff
Legal basis for sharing	Public task and legal obligation
How is data shared?	Secure server and hard copies

System used: Looked After Children Records - Electronic	
Description	Information relating to children who are in Looked After Care
Personal Data Items	Pupil  Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background  Parents & Carers  Name Contact Details Address  Staff  Name Position  External Support  Name Organisation Position Address Contact Details 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?	Verbally or secure cloud sharing (Google or Office 365 etc)
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	To support the education of children who are Looked After
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?	School computer, laptop
Is it secure and/or encrypted?	Yes
Who can access data?	Head Teacher, Class Teacher, Designated Key Worker
How long is data kept?	3 years after date closed
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school
Legal basis for sharing	Legal Obligation, Public Task
How is data shared?	via secure electronic means, Google or Office 365

System used: Looked After Children Records - Paper	
Description	Information relating to children who are Looked After
Personal Data Items	Information relating to children who are Looked After  Pupils  Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background  Parents & Carers  Name Contact Details Address  Staff  Name Position  External Support Workers  Name
	<ul><li>Organisation</li><li>Position</li><li>Address</li><li>Contact Details</li></ul>

- 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	ICO Regs - Article 9
How is the Special Category data shared?	Secure Messenger or Verbal
Legal basis for sharing Special Category data	ICO Regs - Article 9
Why is it being processed?	To support the education of children who are Looked After
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 Cabinet
Is it secure and/or encrypted?	Yes
Who can access data?	Head Teacher, Class Teacher, Designated Key Worker
How long is data kept?	3 years after date closed
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving School
Legal basis for sharing	Legal Obligation & Public Task
How is data shared?	Verbally and by Secure Messenger

System used: Mathletics _ online numeracy activities	
Description	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.
Personal Data Items	Pupil  Name School Year group Test results  Staff  Name School
Why is it being processed?	To Provide secure individual access to the online 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	ICO legal basis toolkit
Is Consent Required?	No
Data Source	SIMS
Where is data stored?	3P - providers of Mathletics secure servers.
Is it secure and/or encrypted?	Yes
Who can access data?	School Staff, individual pupils their own data, 3P staff for support.
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?	Secure online servers.
References	Click to download Privacy Policy for Mathletics

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
	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	Pupil  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: 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: MS Office Suite	
Description	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
Personal Data Items	Staff  • Name • Classes  Pupil • Name  Governor • Name
Why is it being processed?	To provide OneDrive 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 tool.
Is Consent Required?	No
Data Source	School
Where is data stored?	Microsoft Servers based in the EU
Is it secure and/or encrypted?	Yes, secure and encrypted
Who can access data?	Individual users can access their own accounts. ICT Team can access management tool.
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?	https://privacy.microsoft.com/en-gb/privacystatement

System used: National Online Safety	System used: National Online Safety.com	
Description	Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing	
Personal Data Items	Teacher	
	Name     Email	
Why is it being processed?		
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://nationalonlinesafety.com/privacy-notice	
Is it secure and/or encrypted?	Secure	
Who can access data?	https://nationalonlinesafety.com/privacy-notice	
How long is data kept?	3 years after date closed	
Who is data shared with?	https://nationalonlinesafety.com/privacy-notice	
Legal basis for sharing	Public Task	
How is data shared?	https://nationalonlinesafety.com/privacy-notice	

System used: National Tutoring Programme (NTP)	
Description	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.
Personal Data Items	<ul> <li>Name</li> <li>SEN Status</li> <li>PP Funding Status</li> <li>Attainment Level</li> <li>Special Learning Needs</li> <li>Safeguarding Info/Risk Assessments</li> </ul>

- 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
Suoie	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?	https://nationaltutoring.org.uk/legal/privacy-notice/
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	To perform the services of the National Tutoring Programme
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."
Evidence for legal basis	ICO lawful basis toolkit
Is Consent Required?	No

Data Source	School
Where is data stored?	https://nationaltutoring.org.uk/legal/privacy-notice/
Is it secure and/or encrypted?	Secure
Who can access data?	https://nationaltutoring.org.uk/legal/privacy-notice/
How long is data kept?	6+ years
Who is data shared with?	https://nationaltutoring.org.uk/legal/privacy-notice/
Legal basis for sharing	Legitimate Interest
How is data shared?	https://nationaltutoring.org.uk/legal/privacy-notice/

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
	<ul><li>Name</li><li>Date of birth</li></ul>
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: Northumberland School	System used: Northumberland School Readiness Passport	
Description	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Personal Data Items	<ul> <li>Name</li> <li>Gender</li> <li>Date of Birth</li> <li>Unique Identifier</li> <li>PP Information</li> <li>Entitlement of hours</li> <li>Special Needs Information</li> <li>Development Progress</li> </ul>	
Why is it being processed?	This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.	
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	Parent	
Where is data stored?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf	
Is it secure and/or encrypted?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf	
Who can access data?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf	
How long is data kept?	3 years after date closed	
Who is data shared with?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf	
Legal basis for sharing	Public Task	
How is data shared?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf	

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: Photographs and videos of staff and pupils.	
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	on the school website and social media platforms.  Staff  Name Photograph Video  Pupil Photograph (unnamed) Video (unnamed)  Name Photograph
Why is it being processed?	To celebrate the life and work of the school.
Legal Basis	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"  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?	School website and social media sites
Is it secure and/or encrypted?	Yes
Who can access data?	Publicly available on the www
How long is data kept?	3 years after date closed
Who is data shared with?	The public
Legal basis for sharing	ICO legal basis toolkit
How is data shared?	On www
References	Click to download Model photograph policy (including consent form)

## System used: Place Leisure- School Swimming Management System Description The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. Personal Data Items Child Name UPN Year Group DOB Gender SEN information

Medical Needs

• Pupil Premium

EAL

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 Evidence for legal basis	Article 9
How is the Special Category data shared?	Inputted directly into the system by the school- Microsoft Azure
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	To capture the progress of children in swimming
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?	Microsoft Dataverse
Is it secure and/or encrypted?	Yes
Who can access data?	Swim Instructors, Swim Coordinators, Managers, School
How long is data kept?	3 years after date closed
Who is data shared with?	N/A
Legal basis for sharing	Public Task & Legitimate Interest
How is data shared?	Microsoft Dataverse

System used: Plickers	
Description	Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction.
Personal Data Items	<ul> <li>Name</li> <li>email address</li> <li>date of birth</li> </ul> Pupil <ul> <li>Name</li> <li>Class</li> </ul>
Why is it being processed?	To provide pupils with online accounts
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 lawful basis tool.
Is Consent Required?	No
Data Source	School
Where is data stored?	Plickers servers https://www.plickers.com/privacy
Is it secure and/or encrypted?	Yes https://www.plickers.com/privacy
Who can access data?	Staff
How long is data kept?	3 years after date closed
Who is data shared with?	School staff
Legal basis for sharing	Public task and legal obligation
How is data shared?	Online secure server

System used: Read Write Inc Website (www.ruthmiskin.com)	
Description	A website linked to the scheme Read Write Inc which includes a staff portal.
Personal Data Items	• Name • Address • Email • Telephone Number • Role
Why is it being processed?	https://www.ruthmiskin.com/en/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?	No
Data Source	School
Where is data stored?	https://www.ruthmiskin.com/en/privacy-policy/
Is it secure and/or encrypted?	Secure
Who can access data?	https://www.ruthmiskin.com/en/privacy-policy/
How long is data kept?	3+ years
Who is data shared with?	https://www.ruthmiskin.com/en/privacy-policy/
Legal basis for sharing	Public Task
How is data shared?	https://www.ruthmiskin.com/en/privacy-policy/

System used: Reading Planet	
Description	Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. ?Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasureStrengthen homeschool links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook
Personal Data Items	Parent
	Name
	Teacher
	Name
	Child
	Name
Why is it being processed?	https://www.hoddereducation.co.uk/privacynotice
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
Is Consent Required?  Data Source	Yes School
Data Source	School
Data Source Where is data stored?	School https://www.hoddereducation.co.uk/privacynotice
Data Source  Where is data stored?  Is it secure and/or encrypted?	School https://www.hoddereducation.co.uk/privacynotice Secure
Data Source  Where is data stored?  Is it secure and/or encrypted?  Who can access data?	School https://www.hoddereducation.co.uk/privacynotice Secure https://www.hoddereducation.co.uk/privacynotice
Data Source  Where is data stored?  Is it secure and/or encrypted?  Who can access data?  How long is data kept?	School https://www.hoddereducation.co.uk/privacynotice Secure https://www.hoddereducation.co.uk/privacynotice 3 years after date closed

System used: RealSmart	
Description	Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!
Personal Data Items	Staff  Name School MIS id Classes  Pupil  Name UPN Classes Attendance Achievement and behaviour
Why is it being processed?	To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for 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 toolkit
Is Consent Required?	No
Data Source	SIMS
Where is data stored?	Realsmart servers and Google Drive for education servers (in Europe).
Is it secure and/or encrypted?	Yes
Who can access data?	Staff with the school, Pupils own resources.
How long is data kept?	3 years after date closed
Who is data shared with?	Staff & Pupils
Legal basis for sharing	Public task
How is data shared?	Secure online servers
References	Click to download RealSmart

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	System used: Registers	
Description	Daily register, after school club registers, lunch register	
Personal Data Items	<ul> <li>Name</li> <li>Address</li> <li>Date of Birth</li> <li>Lunch Status</li> <li>Attendance</li> </ul>	
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	
How is data shared?	Through the paper register at the time of completion. Electronically with office/Sims.	

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  External Support Workers  Name Organisation Position Address

- 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
	<ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>

- 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: School meals identification	
Description	Identification of pupils for meals
Personal Data Items	<ul><li>Pupil</li><li>Name</li><li>Photograph</li><li>Dietary requirement</li></ul>

- 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?	n/a
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
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?	Paper file - held securely within school premises, accessed daily
Is it secure and/or encrypted?	Yes - secure storage
Who can access data?	Kitchen and office 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: 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
	<ul> <li>Name</li> <li>Staff Alternative e-mail address</li> <li>Teacher pupil notes</li> </ul>

- 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  Staff  Name Position  External Support Workers  Name Organisation Position
	<ul><li>Address</li><li>Contact details</li></ul>

- 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 Address

- 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: 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
	<ul> <li>SEN</li> <li>Assessment information</li> <li>Child Protection Plan</li> <li>School history</li> <li>Looked After Information</li> </ul> Parent/Carer <ul> <li>Name</li> <li>Address</li> <li>Phone number</li> <li>email address</li> <li>Gender</li> <li>Title</li> <li>DOB</li> <li>Parental responsibility</li> <li>Language</li> <li>Occupation</li> </ul>
	Staff  Name Address Phone number email address Title Gender DOB NI Number Ethnicity Bank Account Information Qualifications Disability & Medical Information

Religion
Marital status
<ul> <li>Language</li> </ul>
Passport Information
<ul> <li>Dietary requirements</li> </ul>
• Absonces

- 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: Teachers2Parent	
Description	Parent/Staff/Other Text Messaging System
Personal Data Items	Staff  Name Telephone number  Pupil  Name Registration group Year group  Parent/Carer  Name Primary telephone number Secondary telephone number Taxi driver  Taxi drivers name Taxi drivers telephone number  Taxi escort  taxi escort name Taxi escort telephone number
Why is it being processed?	To provide access to Communication tool for contact between school and parent/carer/staff/other
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?	T2P secure servers
Is it secure and/or encrypted?	This site has security measures in place to protect the loss, misuse, and alteration of the information under our control. All instances of unauthorised attempted access to our site are logged and investigated.

	Where necessary Eduspot will inform law enforcement agencies or other relevant organisations regarding misconduct.
Who can access data?	Admin staff, teachers to parents staff for support.
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?	Secure server
References	Click to download T2P Privacy Policy

System used: The National College	
Description	A provider of online training for staff & governors
Personal Data Items	Staff member  Name Job Title Email Phone number  Governor  Name Email Phone number
Why is it being processed?	In order to provide access to online training and for billing purposes
Legal Basis	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"  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?	On Server of National Education Group in UK
Is it secure and/or encrypted?	Yes both secure and encrypted
Who can access data?	College staff or their contractors to provide service and school
How long is data kept?	3 years after date closed
Who is data shared with?	Contractors to provide service
Legal basis for sharing	Contract
How is data shared?	Via encrypted transfer

System used: Thrive	
Description	Social and Emotional Screening Programme
Personal Data Items	Pupil  Name DOB Class Year Group UPN Assessment information LAC  Staff
	<ul><li>Name</li><li>Class</li></ul>

This system has been identified as containing Special Category Information

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- Trade union membership
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- Sex life and or sexual orientation
- Criminal Records information protected in Article 10

Special Category Data Legal Basis	Obligation State of the second
	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?	Online secure server
Legal basis for sharing Special Category data	Article 9
Why is it being processed?	Social & emotional development tracking
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?	Thrive secure servers
Is it secure and/or encrypted?	Yes
Who can access data?	Thrive employees for support, school staff
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?	Online secure server

System used: Twinkl	System used: Twinkl	
Description	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it.	
Personal Data Items	Teacher  • Name  child  • Name	
Why is it being processed?	https://www.twinkl.co.uk/legal	
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.twinkl.co.uk/legal	
Is it secure and/or encrypted?	Secure	
Who can access data?	https://www.twinkl.co.uk/legal	
How long is data kept?	3 years after date closed	
Who is data shared with?	https://www.twinkl.co.uk/legal	
Legal basis for sharing	Public Task	
How is data shared?	https://www.twinkl.co.uk/legal	

System used: Visitor book	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	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?	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  Name School id Class/group Year UPN Gender Attendance

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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	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: Zoom	
Description	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
Personal Data Items	Teacher  • Name  Parent  • Name
Why is it being processed?	https://zoom.us/trust
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://zoom.us/trust
Is it secure and/or encrypted?	Secure
Who can access data?	https://zoom.us/trust
How long is data kept?	3 years after date closed
Who is data shared with?	https://zoom.us/trust
Legal basis for sharing	Public task
How is data shared?	https://zoom.us/trust

System used: Advantex Internet Filte	System used: Advantex Internet Filtering	
Description	Advantex Internet Filtering provides DfE compliant Internet Filtering Services for schools connected to it's system.	
Personal Data Items	Staff  Name Machine Name I/P address URLs visited School  Pupil  Name Machine Name I/P Address URLs visited School	
Why is it being processed?	Statutory requirement to filter Internet Services for school users	
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	Education Act	
Is Consent Required?	No	
Data Source	School	
Where is data stored?	Adventex Secure Servers	
Is it secure and/or encrypted?	Yes	
Who can access data?	School staff with appropriate account permissions, Advantex Staff for support	
How long is data kept?	1+ year	
Who is data shared with?	School Leadership, LSCB and Police iof serious incident occurs, NCC	
Legal basis for sharing	Statutory Requirement	
How is data shared?	Via secure connections	

System used: Arts Award (Trinity Col	lege London)
Description	'Arts Award', 'Discover', 'Explore' & 'Bronze Award' certification and moderation
Personal Data Items	Pupil  Name Gender DOB Ethnicity  Staff  Name Email School Job Role
Why is it being processed?	To achieve their Arts Award, young people take on challenges in an art form, participate in arts activities, experience arts events, get inspired by artists and share their arts skills with others. Young people create a portfolio to keep a record of their creative journey. Along the way they are supported by an Arts Award adviser, acting as assessor, facilitator and mentor.
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 sharing tool
Is Consent Required?	No
Data Source	School
Where is data stored?	All the personal information we collect is stored securely on servers and we use secure internet protocols and secure networks to protect data collection and processing.
Is it secure and/or encrypted?	Yes
Who can access data?	Arts Award staff, School staff
How long is data kept?	1+ year
Who is data shared with?	N/A
Legal basis for sharing	N/A
How is data shared?	N/A

System used: Boardmaker / Tobii Dynavox	
Description	Boardmaker provides a multi-level approach to creating engaging print and interactive materials for your special education needs
Personal Data Items	Name     Email     Occupation (optional)     Location (optional)
Why is it being processed?	Public task
Evidence for legal basis	Public task
Is Consent Required?	No
Data Source	Other
Where is data stored?	Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy
Is it secure and/or encrypted?	Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy
Who can access data?	Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy
How long is data kept?	1+ year
Who is data shared with?	Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy
Legal basis for sharing	Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy
How is data shared?	Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy

System used: Code.org	
Description	Code.org® is a nonprofit dedicated to expanding access to computer science in schools and increasing participation by young women and students from other underrepresented groups.
Personal Data Items	Pupil  Name Age Email Login time, IP address, and other technical data Gender (optional)  Parent / Guardian Email
Why is it being processed?	Please refer to https://code.org/privacy
Evidence for legal basis	Please refer to https://code.org/privacy
Is Consent Required?	Please refer to https://code.org/privacy
Data Source	Other
Where is data stored?	Please refer to https://code.org/privacy
Is it secure and/or encrypted?	Please refer to https://code.org/privacy
Who can access data?	Please refer to https://code.org/privacy
How long is data kept?	1+ year
Who is data shared with?	Please refer to https://code.org/privacy
Legal basis for sharing	Please refer to https://code.org/privacy
How is data shared?	Please refer to https://code.org/privacy

System used: CPOMS StaffSafe	
Description	Allows schools to capture compliance and record welfare information on all school personnel
Personal Data Items	Name DOB Gender Role Contact Details NI Number Qualifications DBS Information Right to work in the UK information Overseas Criminal Records Check information Teacher Reference Number

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Special Category Evidence for legal basis	Employment Law, Safeguarding Children
How is the Special Category data shared?	Password protected, secure electronic transfers
Legal basis for sharing Special Category data	Statutory duty
Why is it being processed?	Statutory Duty
Evidence for legal basis	Employment Law, Safeguarding Children
Is Consent Required?	No
Data Source	Other
Where is data stored?	CPOMS Systems Ltd secure servers within the UK and European Union.
Is it secure and/or encrypted?	Yes
Who can access data?	Only staff with assigned privileges.
How long is data kept?	3+ years
Who is data shared with?	Local Authority, DfE, Ofsted

Legal basis for sharing	Statutory Duty
How is data shared?	Electronically secure means.

System used: Evidence for Learning	System used: Evidence for Learning	
Description	Evidence for Learning supports an Inquiry-based approach to education and provision, that allows ALL stakeholders in a child, young person or adult's learning and development to quickly and easily gather photo and video evidence, linked to the individual's learning goals as well as any key skills frameworks. Observations can be annotated and tagged to reflect your school's basket of indicators in an instant. Evidence for Learning supports ANY assessment framework and ANY assessment model – including evidencing and tracking progress against individual learning intentions and targets related to Education Health & Care (EHC) Plans. What's more, teachers can easily amend and add to these goals over time in order to respond to a learners' ongoing needs and development.	
Personal Data Items	Pupil  Name DOB Gender  User  Name Email Address	
Why is it being processed?	To track and evidence attainement.	
Evidence for legal basis	Legal Obligation, Public Interest	
Is Consent Required?	Parent data - Yes Pupil data - No Photographs - Yes	
Data Source	SIMS	
Where is data stored?	Hosted and stored securely on servers operated by the Teacher Cloud (or their appointed third party) which are based within the European Economic Area	
Is it secure and/or encrypted?	Yes	
Who can access data?	Authorised users only.	
How long is data kept?	1+ year	
Who is data shared with?	Colleagues, OfSTED, Parents/Carers	
Legal basis for sharing	Statutory Duty	
How is data shared?	Electronic, Password protected.	

System used: iASEND	
Description	Pupil Progress Tracking System
Personal Data Items	Pupil  Name UPN  Staff / User  Name Email
Why is it being processed?	Support pupil learning, monitor and report on pupil progress, provide a learning journal for parents/carers to access.
Evidence for legal basis	ICO legal basis toolkit
Is Consent Required?	No
Data Source	SIMS
Where is data stored?	Data is stored on a physically separate machine to the websites. Access to the storage is closed to the outside internet – that is to say, the only way to get into the data machine is through a carefully closed and specific channel from the websites. The data storage machine is also behind a firewall that prevents any outside access except the system administrators with appropriate credentials. This access is via a secure VPN and open only to two trusted system engineers. The application server is protected from SQL Injection attacks by tight validation of any parameters sent by users to the application, so no access may be gained in this way. For instance, we do not permit write access on a routine that only needs to read data.
Is it secure and/or encrypted?	Yes
Who can access data?	Staff, iASEND staff
How long is data kept?	1+ year
Who is data shared with?	- Our local authority Northumberland County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions - Government departments or agencies - Our regulator, Ofsted - Health authorities - Health and social welfare organisations - Professional advisers and consultants
Legal basis for sharing	Public task & legal obligation
How is data shared?	Hard copy or secure online server

System used: iASEND Evidence	
Description	Application providing parents / carers with access to 'learning journals'.
Personal Data Items	Pupil  Name UPN  Staff / User  Name Email  Parent / Carer  Name Email
Why is it being processed?	Support pupil learning, monitor and report on pupil progress, provide a learning journal for parents/carers to access.
Evidence for legal basis	ICO legal basis toolkit
Is Consent Required?	Yes (parents / carers only)
Data Source	Other
Where is data stored?	Data is stored on a physically separate machine to the websites. Access to the storage is closed to the outside internet – that is to say, the only way to get into the data machine is through a carefully closed and specific channel from the websites. The data storage machine is also behind a firewall that prevents any outside access except the system administrators with appropriate credentials. This access is via a secure VPN and open only to two trusted system engineers. The application server is protected from SQL Injection attacks by tight validation of any parameters sent by users to the application, so no access may be gained in this way. For instance, we do not permit write access on a routine that only needs to read data.
Is it secure and/or encrypted?	Yes
Who can access data?	Staff, iASEND Staff, Parent/Carer
How long is data kept?	1+ year
Who is data shared with?	No one
Legal basis for sharing	NA
How is data shared?	NA

System used: InVentry Sign In Solutions	
Description	InVentry electronic sign in system for Staff, Pupils and Visitors
Personal Data Items	Pupil  Name Class  Visitor  Name Car Registration Photograph  Contractor  Name Car Registration Company Photograph  Staff  Name Car Registration Company Photograph
Why is it being processed?	
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	Other
Where is data stored?	InVentry Limited secure servers
Is it secure and/or encrypted?	Yes https://inventry.co.uk/wp-content/uploads/2019/09/POL003_Privacy-Notice_20190910-002.pdf
Who can access data?	School staff with valid login credentials, InVentry staff for support and guidance.
How long is data kept?	3+ years
Who is data shared with?	The information is not shared
Legal basis for sharing	NA
How is data shared?	NA
References	Click to download InVentry Privacy Notice

System used: Read Write Inc	
Description	Read Write Inc. Phonics teaches children to read accurately and fluently with good comprehension. They learn to form each letter, spell correctly, and compose their ideas step-by-step.
Personal Data Items	• Name • Address • Email • Telephone number • Role
Why is it being processed?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
Evidence for legal basis	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
Is Consent Required?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
Data Source	Other
Where is data stored?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
Is it secure and/or encrypted?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
Who can access data?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
How long is data kept?	1+ year
Who is data shared with?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
Legal basis for sharing	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/
How is data shared?	Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/

System used: Tinkercad	
Description	Tinkercad is a free, easy-to-use app for 3D design, electronics, and coding. It's used by teachers, kids, hobbyists, and designers to imagine, design, and make anything!
Personal Data Items	Pupil
	Name     Year Group
Why is it being processed?	Please refer to https://www.tinkercad.com/privacy
Evidence for legal basis	Please refer to https://www.tinkercad.com/privacy
Is Consent Required?	Please refer to https://www.tinkercad.com/privacy
Data Source	Other
Where is data stored?	Please refer to https://www.tinkercad.com/privacy
Is it secure and/or encrypted?	Please refer to https://www.tinkercad.com/privacy
Who can access data?	Please refer to https://www.tinkercad.com/privacy
How long is data kept?	1+ year
Who is data shared with?	Please refer to https://www.tinkercad.com/privacy
Legal basis for sharing	Please refer to https://www.tinkercad.com/privacy
How is data shared?	Please refer to https://www.tinkercad.com/privacy

System used: Windows 2012 R2 Servers		
Description	The Dales Shool Private Domain Network	
Personal Data Items	Staff  Usernames Passwords Device Names IP Addresses  Pupil  Name Usernames Passwords Passwords Device Names IP Addresses	
Why is it being processed?	To provide electronic document storage to 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 Tool	
Is Consent Required?	No	
Data Source	School	
Where is data stored?	Servers on school site	
Is it secure and/or encrypted?	Yes secure and encrypted	
Who can access data?	Pupils and Staff with an account to log in.	
How long is data kept?	1+ year	
Who is data shared with?	N/A	
Legal basis for sharing	N/A	
How is data shared?	N/A	