



Wark C of E Primary School

GDPR Asset Register

Date: 15/04/2026

Data Protection Officer: Wallis Bath

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 |
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| Accelerated Reader | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. | |
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| 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 |
| Behaviour Files - Paper (in class) | Information relating to the behaviours of particular pupils | yes |
| Bikeability | The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England | |
| Black and Banton | Black and Banton is one of the North East of England's leading providers of occupational and physical health services. Established in 2001 we have experienced strong growth each year based on our successful focus on our client's needs, many of whom we've partnered for more than ten years. They include leading names across a wide range of sectors including oil & gas, manufacturing, chemical, pharmaceutical, transport, housing , construction and demolition industry. We also private clients with health services, including sports injury treatment, shoulder, back and joint pain programmes, vaccinations, massage and pilates. Our approach is simple. We provide the highest level of bespoke occupational and physical health services, cost effectively and efficiently both empathetically and at times and locations to suit our clients | yes |
| Book Creator | Allows pupils to write books and store them in an online library | |
| Busy Things | Online games & activities for learning | |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| Class Dojo | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and | |

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| | parents?/carers. | |
| 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 |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| Debbie Judd HR | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. | |
| 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 | |

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| | 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 children with severe allergies / intolerances and religious observations (food) | yes |
| Ed Shed | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools | |
| 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 | |
| Governance | Details of all members of the Governing Body | |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling and arithmetic SATs testers. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |

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| 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. | |
| 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 log | File of medical information for each child: asthma, medication administered, health care plans, risk assessments | yes |
| My Maths | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. | |
| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. | |
| 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. | |
| Nessy | Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of | |

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| | teachers and students and is a 3 time winner at the prestigious Educational Resources Awards. | |
| NFER | Assessment materials, reading test and pupil progress data | |
| 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. | |
| Nursery (Early Years) files | Early years registration information and funding information for Early Years entitlement, hours taken each week | yes |
| 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. | |
| PIRA - Rising stars (Wordblaze) | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages. | yes |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| SAS - Staff absence Insurance | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: <ul style="list-style-type: none"> • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional | |
| School Gateway | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access | |

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| | with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. | |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Schoolcomms | Communication app for parents | |
| 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. | |
| Spelling Shed | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. | |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| 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 | |
| Vocabulary Ninja | THE HOME OF HIGH-QUALITY TEACHING AND LEARNING RESOURCES. WHICH TEACHING RESOURCES DO YOU NEED? At Vocabulary Ninja we provide a wide variety of high-quality products and systems that help to support pupils, teachers and schools. | |
| White Rose Maths and Science | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of | yes |

highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.

System used: Accelerated Reader

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| Description | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class <p>Staff</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To generate information on the reading abilities of pupils |
| Legal Basis | <p>Public task</p> <p>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"</p> |
| Evidence for legal basis | ICO Legal Basis Tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Renaissance Learning servers |
| Is it secure and/or encrypted? | We have taken certain physical, electronic, contractual and administrative steps to protect the confidentiality, security, and integrity of your personally identifiable information. However, no method of transmission over the Internet or method of electronic storage is completely secure, and we cannot guarantee its absolute security. It is your responsibility to maintain the confidentiality of your Website account information. |
| Who can access data? | Pupil (own data), staff, technical support 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 |
| References | Click to download Accelerated Reader Privacy Policy |

System used: Accident book

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| Description | Log of accidents / minor injuries in school |
| Personal Data Items | Pupil <ul style="list-style-type: none">• 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 |

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| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • <p>Staff member</p> <ul style="list-style-type: none"> • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information • |
| Why is it being processed? | Statutory obligations to comply with Health and Safety regulations. |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
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| 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: Adobe Creative Cloud Express [formerly Adobe Spark]

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| Description | Creates videos & stores them |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • email • technical info -IP address device <p>Pupil</p> <ul style="list-style-type: none"> • Name • School email |
| Why is it being processed? | To allow use of system |
| Legal Basis | <p>Public task</p> <p>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</p> |
| 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

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| Description | Electronic and paper mark books |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data |
| Why is it being processed? | To track student achievement and report to parents |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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

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| Description | Attendance information about pupils and classes |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance |

This system has been identified as containing Special Category Information

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

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| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>Article 6(1)(e) gives you a lawful basis for processing where: “processing</p> |

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| | 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 |

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| Description | Information relating to the behaviours of particular pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |

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Special category information is data which has the following characteristics:

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- 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

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| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> <p>Significant Public Interest</p> <p>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</p> |
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| | 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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 |

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

System used: Black and Banton

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| Description | Black and Banton is one of the North East of England’s leading providers of occupational and physical health services. Established in 2001 we have experienced strong growth each year based on our successful focus on our client’s needs, many of whom we’ve partnered for more than ten years. They include leading names across a wide range of sectors including oil & gas, manufacturing, chemical, pharmaceutical, transport, housing , construction and demolition industry. We also private clients with health services, including sports injury treatment, shoulder, back and joint pain programmes, vaccinations, massage and pilates. Our approach is simple. We provide the highest level of bespoke occupational and physical health services, cost effectively and efficiently both empathetically and at times and locations to suit our clients |
| Personal Data Items | <p>All Staff</p> <ul style="list-style-type: none"> • Name • all employment details |

This system has been identified as containing Special Category Information

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

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| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| Special Category Evidence for legal basis | ICO legal basis tool kit |
| How is the Special Category data shared? | Securely with staff |
| Legal basis for sharing Special Category data | Consent |
| Why is it being processed? | Staff wellbeing and to allow investiagtion of any health problems for school HR processes |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> |

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| | Public task Article 6(1)(e) gives you a lawful basis for processing where: “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool kit |
| Is Consent Required? | yes |
| Data Source | School |
| Where is data stored? | Both |
| Is it secure and/or encrypted? | secure & encrypted on Black & Banton Server/Staff PC |
| Who can access data? | Staff member and Senior Leadership team |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff and those who staff may nominate e.g. professional association. HR provider |
| Legal basis for sharing | public task/legal obligation |
| How is data shared? | https://www.blackandbantton.co.uk/ |

System used: Book Creator

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|---------------------------------------|---|
| Description | Allows pupils to write books and store them in an online library |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • email • profile picture from schools 360 [used to sign in] • Technical data -Type of device IP <p>Pupil</p> <ul style="list-style-type: none"> • Name • Pupil's [school] email |
| Why is it being processed? | To allow use of the system |
| Legal Basis | <p>Public task</p> <p>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"</p> |
| Evidence for legal basis | ICO Toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Stored in Google Cloud using Google's security model |
| Is it secure and/or encrypted? | Yes and encrypted by Google Cloud |
| Who can access data? | School & Book Creator staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | With third party service providers, such as hosting providers or an email service, so that they can provide services to us. In cases where we share student personal data with these third parties they will be obligated to comply with the commitments in this policy. We maintain a list of these third party service providers; |
| Legal basis for sharing | ICO Toolkit -contract & public task |
| How is data shared? | Data is transmitted securely over SSL |

System used: Busy Things

| | |
|---------------------------------------|---|
| Description | Online games & activities for learning |
| Personal Data Items | <p>Taecher</p> <ul style="list-style-type: none"> • Name • email <p>Pupil</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To allow use of the system |
| Legal Basis | <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO Toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | All data collected and processed by Busy Things is stored in a secure data centre in the UK meeting industry standards for security (ISO270001). |
| Is it secure and/or encrypted? | All data is transmitted to and from this location using SSL encryption technologies. All data is backed up on a regular basis and stored securely off-site |
| Who can access data? | School & busy things staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Not Shared |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |

| | |
|----------------------------|---|
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

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

| | |
|--|--|
| | Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure cabinet |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Designated Child Protection Lead & Deputy; Designation admin staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |
| Legal basis for sharing | Statutory and Legitimate interest |
| How is data shared? | Verbal or secure messenger |

System used: Class Dojo

| | |
|-----------------------------------|---|
| Description | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers. |
| Personal Data Items | Staff <ul style="list-style-type: none">• Name• Phone number• email• Password• Device id• Gender• School• School address• Geo Location• Photos, Videos, Docs and audio• IP address Pupil <ul style="list-style-type: none">• Name• Password• Age• School• IP Address Parent/carer <ul style="list-style-type: none">• Name• Phone number• Email address• Password• Device id• Gender• School• Geo location• IP Address |
| Why is it being processed? | To provide access to the online curriculum and classroom management? tools |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure Class Dojo servers |
| | |

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

System used: Consent for educational visits

| | |
|----------------------------|--|
| Description | Consent information for all educational visits including day trips and residential visits |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor |

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- 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

| | |
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| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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 | <p>Child</p> <ul style="list-style-type: none"> • Name • Date of Birth • Postcode • Test Result <p>Parent</p> <ul style="list-style-type: none"> • Name • Email address • Telephone number |
|----------------------------|---|

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- 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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: Data tracking spreadsheets

| | |
|----------------------------|---|
| Description | Spreadhseets (excel) to track progress of children over the course of their school career. |
| Personal Data Items | <p>pupil</p> <ul style="list-style-type: none"> • Name • date of birth • gender • class • year • FSM • SEN • Assessment info |

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- 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 | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Public task</p> <p>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</p> |
| 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 elements 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: Debbie Judd HR

| | |
|---------------------------------------|---|
| Description | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • All staff employment details |
| Why is it being processed? | https://debbiejuddhr.co.uk/about-us/ |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis tool kit |
| Is Consent Required? | yes |
| Data Source | Police |
| Where is data stored? | https://debbiejuddhr.co.uk/about-us/ |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://debbiejuddhr.co.uk/about-us/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://debbiejuddhr.co.uk/about-us/ |
| Legal basis for sharing | Public task/legal obligation |
| How is data shared? | https://debbiejuddhr.co.uk/about-us/ |

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 <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.gov.uk/help/privacy-notice |
| Legal Basis | Legal Obligation <p>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."</p> <p>Public task</p> <p>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"</p> |
| 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 children with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Dietary information |

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- 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 | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Legal Obligation</p> <p>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."</p> <p>Public task</p> <p>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"</p> |
| 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: Ed Shed

| | |
|---------------------------------------|---|
| Description | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools |
| Personal Data Items | Teacher <ul style="list-style-type: none">• Name Child <ul style="list-style-type: none">• Name |
| Why is it being processed? | https://www.edshed.com/en-gb/privacy |
| Legal Basis | Legal Obligation <p>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.”</p> Public task <p>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</p> |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | https://www.edshed.com/en-gb/privacy |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.edshed.com/en-gb/privacy |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.edshed.com/en-gb/privacy |
| Legal basis for sharing | Legal Obligation/public Task |
| How is data shared? | https://www.edshed.com/en-gb/privacy |

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 | <p>Staff</p> <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications <p>Pupil</p> <ul style="list-style-type: none"> • 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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.pdf |
| 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB#infocollect |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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 education

| | |
|---------------------------------------|--|
| Description | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Governor</p> <ul style="list-style-type: none"> • Name • Gmail address |
| Why is it being processed? | To provide Google drive for education to staff, pupils and governors. |
| Legal Basis | <p>Public task</p> <p>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</p> |
| 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 | <p>Click to download Google Drive Policy Notice</p> <p>Click to download Google GSuite Privacy Policy</p> |

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 | <p>teacher</p> <ul style="list-style-type: none"> • Name • • <p>child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB |
| Legal Basis | <p>Public task</p> <p>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</p> |
| 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? | Secure |
| Who can access data? | https://policies.google.com/privacy?hl=en-GB |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://policies.google.com/privacy?hl=en-GB |
| Legal basis for sharing | Public Task |
| How is data shared? | https://policies.google.com/privacy?hl=en-GB |

System used: Governance

| | |
|---------------------------------------|--|
| Description | Details of all members of the Governing Body |
| Personal Data Items | <p>Name</p> <ul style="list-style-type: none"> • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests |
| Why is it being processed? | Statutory Requirement |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Secure school systems |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Admin staff/ SLT |
| How long is data kept? | 3+ years |
| Who is data shared with? | Local Authority and the general public |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Electronically via a secure server. |

System used: Health & Safety

| | |
|---------------------------------------|---|
| Description | Records pertaining to Health & Safety |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Visitor</p> <ul style="list-style-type: none"> • 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: Huggg

| | |
|---------------------------------------|--|
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | parent <ul style="list-style-type: none">• Name child <ul style="list-style-type: none">• Name• age |
| Why is it being processed? | https://www.huggg.me/privacy |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.huggg.me/privacy |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.huggg.me/privacy |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.huggg.me/privacy |
| Legal basis for sharing | Public duty |
| How is data shared? | https://www.huggg.me/privacy |

System used: Interactive Resources

| | |
|---------------------------------------|--|
| Description | Pupil / teacher online learning resources for Numeracy. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class / Year group • School |
| Why is it being processed? | Necessary to provide access to learning resources through School360 |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis toolkit. |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | Interactive Resources secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Individual users can access their own accounts. Interactive Resources staff to enable support. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | N/A |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |
| References | Click to download Interactive Resources Privacy Notices |

System used: Just2easy

| | |
|---------------------------------------|--|
| Description | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| Personal Data Items | Child <ul style="list-style-type: none">• Name• Gender• Class / Year group• School Staff <ul style="list-style-type: none">• Name• Class / Year group• School |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360 |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis tool |
| Is Consent Required? | No |
| Data Source | School 360 |
| Where is data stored? | J2e secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | J2e and school360 staff to manage accounts |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | N/A |
| Legal basis for sharing | N/A |
| How is data shared? | N/A |
| References | Click to download Just2easy Privacy & Data Policy |

System used: Lightspeed Internet Filtering

| | |
|---------------------------------------|--|
| Description | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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 | <p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Initials <p>Pupil</p> <ul style="list-style-type: none"> • Initials • Gender • Unique pupil number (UPN) |
| Why is it being processed? | As part of the statutory? requires for assessment and moderation in schools |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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: 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 | <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Year group • Test results <p>Staff</p> <ul style="list-style-type: none"> • Name • School |
| Why is it being processed? | To Provide secure individual access to the online learning materials |
| Legal Basis | <p>Public task</p> <p>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"</p> |
| 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 log

| | |
|----------------------------|---|
| Description | File of medical information for each child: asthma, medication administered, health care plans, risk assessments |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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 |

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

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

| | |
|---------------------------------------|--|
| Why is it being processed? | Health and safety of child |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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: My Maths

| | |
|---------------------------------------|--|
| Description | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Gender • Year • Class • Performance data |
| Why is it being processed? | To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials. |
| Legal Basis | <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | MyMaths secure servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff and pupils with login. Mymaths staff for technical support. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Shared within school. |
| Legal basis for sharing | Public task |
| How is data shared? | Electronically via secure servers. |
| References | Click to download MyMaths |

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)

| | |
|---------------------------------------|--|
| Description | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • email address • School |
| Why is it being processed? | To provide access to the wide range of resources available online. |
| Legal Basis | <p>Public task</p> <p>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"</p> |
| Evidence for legal basis | ICO legal basis toolkit. |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Tribal secure servers |
| Is it secure and/or encrypted? | Yes. |
| Who can access data? | Staff, Tribal staff for support. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Tribal and school staff. |
| Legal basis for sharing | Public task |
| How is data shared? | With user details removed. |
| References | Click to download National Centre for Excellence in the Teaching of Mathematics |

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 | <p>All Staff</p> <ul style="list-style-type: none"> • Name • Date of birth |
| Why is it being processed? | https://www.nereo.gov.uk/privacy-notice/ |
| Legal Basis | <p>Legal Obligation</p> <p>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."</p> <p>Public task</p> <p>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"</p> |
| 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: Nessy

| | |
|---------------------------------------|---|
| Description | Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.nessy.com/uk/privacy-policy/ |
| Legal Basis | <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO Legal Basis tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://www.nessy.com/uk/privacy-policy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://www.nessy.com/uk/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://www.nessy.com/uk/privacy-policy/ |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.nessy.com/uk/privacy-policy/ |

System used: NFER

| | |
|---------------------------------------|--|
| Description | Assessment materials, reading test and pupil progress data |
| Personal Data Items | Staff <ul style="list-style-type: none">• Name• School• Contact details Pupil <ul style="list-style-type: none">• Name• Date of birth• School• Performance data |
| Why is it being processed? | To assess pupil attainment and help staff track progress and set targets. |
| 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? | In school NFER secure servers (analysis and marking) |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | School staff and NFER 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 |
| References | Click to download NFER |

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 | <p>Child</p> <ul style="list-style-type: none"> • Name • Gender • Date of Birth • Unique Identifier • PP Information • Entitlement of hours • Special Needs Information • Development Progress • |
| 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 | <p>Public task</p> <p>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"</p> |
| 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: Nursery (Early Years) files

| | |
|----------------------------|---|
| Description | Early years registration information and funding information for Early Years entitlement, hours taken each week |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Documents seen / recorded • Parents Nat. Insurance Number • Eligibility code • Religion • Email address • Telephone number • Parent work details • Emergency contact details • Former placements • Medical information • Ethnic origin • SEN information • EAL • Armed forces • Meal arrangements • Parental consent: medicine, photos, website, school publications, press, local excursions • Start dates • Desired sessions |

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

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

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

System used: 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 | <p>Staff</p> <ul style="list-style-type: none"> • 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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 | <p>Staff</p> <ul style="list-style-type: none"> • Name • Photograph • Video <p>Pupil</p> <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) <p>Governor</p> <ul style="list-style-type: none"> • Name • Photograph |
| Why is it being processed? | To celebrate the life and work of the school. |
| Legal Basis | <p>Consent</p> <p>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”</p> <p>Public task</p> <p>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</p> |
| 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: PIRA - Rising stars (Wordblaze)

| | |
|----------------------------|--|
| Description | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages. |
| Personal Data Items | <p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name • Job title • email address • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Date of birth • Gender • Ethnic origin • First Language • Unique pupil number • Pupil premium information • Assessment results |

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

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

| | |
|---------------------------------------|--|
| Category data | |
| Why is it being processed? | To provide access to a range of Rising stars resources including PIRA for standardised reading tests. |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis toolkit. |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Stored on Hodder servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Staff, Hodder for support |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | Electronically via secure servers. |
| References | Click to download Rising Stars Privacy Notice |

System used: Recruitment information

| | |
|----------------------------|---|
| Description | Part of the job application process |
| Personal Data Items | <p>Name</p> <ul style="list-style-type: none"> • Name • DOB • Address • Educational establishments attended • Qualifications • Disciplinary Records • Appraisal Records • Salary information |

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

| | |
|--|--|
| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | Safer recruitment process |

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

System used: Registers

| | |
|---------------------------------------|--|
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Address • Date of Birth • Lunch Status • Attendance |
| Why is it being processed? | To monitor children's attendance - legal obligation. |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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: SAS - Staff absence Insurance

| | |
|---------------------------------------|--|
| Description | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: <ul style="list-style-type: none"> • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Date of Birth |
| Why is it being processed? | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |
| Legal Basis | Public task Article 6(1)(e) gives you a lawful basis for processing where: “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | yes |
| Data Source | School |
| Where is data stored? | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |
| Legal basis for sharing | Public task |
| How is data shared? | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |

System used: School Gateway

| | |
|---------------------------------------|---|
| Description | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. |
| Personal Data Items | <p>parent</p> <ul style="list-style-type: none"> • Name • email <p>child</p> <ul style="list-style-type: none"> • Name • Date of birth • medical condition |
| Why is it being processed? | https://schoolcomms.com/privacy-policy/ |
| Legal Basis | <p>Public task</p> <p>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"</p> |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | yes |
| Data Source | School |
| Where is data stored? | https://schoolcomms.com/privacy-policy/ |
| Is it secure and/or encrypted? | secure |
| Who can access data? | https://schoolcomms.com/privacy-policy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://schoolcomms.com/privacy-policy/ |
| Legal basis for sharing | public task |
| How is data shared? | https://schoolcomms.com/privacy-policy/ |

System used: School meals identification

| | |
|----------------------------|---|
| Description | Identification of pupils for meals |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Photograph • Dietary requirement |

This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

| | |
|--|---|
| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Public task</p> <p>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</p> |
| 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 | <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections <p>Staff</p> <ul style="list-style-type: none"> • Name • Staff Alternative e-mail address • Teacher pupil notes |

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- 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

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|--|---|
| Special Category Data Legal Basis | <p>Obligation</p> <p>Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement.</p> |
| 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 | <p>Legal Obligation</p> <p>Article 6(1)(c) provides a lawful basis for processing where: “processing</p> |

| | |
|---------------------------------------|---|
| | <p>is necessary for compliance with a legal obligation to which the controller is subject.”</p> <p>Public task</p> <p>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</p> |
| 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 | <p>Click to download School360 Privacy Policy</p> <p>Click to download School360 EYFS App Privacy Policy</p> <p>Click to download School360 Parent App Privacy Policy</p> |

System used: Schoolcomms

| | |
|---------------------------------------|--|
| Description | Communication app for parents |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Attendance data <p>Parent</p> <ul style="list-style-type: none"> • Name • Address • e-mail address • Mobile number |
| Why is it being processed? | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules. |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis tool, app conditions of use, app privacy notice |
| Is Consent Required? | Yes |
| Data Source | SIMS |
| Where is data stored? | 'Schoolcomms do not transfer data to countries outside of the EEA. The cloud providers that we work with guarantee data is only processed in the EEA, or that they explicitly abide by the regulation.' |
| Is it secure and/or encrypted? | 'Security of data is essential. Schoolcomms uses best of class protection measures and carry out regular external audits to assess our security posture.' |
| Who can access data? | Schoolcomm staff - 'our own staff may see information in the course of providing technical support to the school but this will not be shared with anyone without permission of the Data Controller.' |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | 'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, |

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| | email address.' |
| Legal basis for sharing | Public task and legal obligation |
| How is data shared? | 'If you apply for a Merchant Account through Schoolcomms, we can set up your payments gateway on your behalf' |
| References | Click to download Schoolcomms Privacy Notice |

System used: SEND electronic records

| | |
|----------------------------|---|
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact details |

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

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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 |
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| 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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 | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |

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

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

| | |
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| 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 | <p>Legal Obligation</p> <p>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.”</p> <p>Legitimate Interest</p> <p>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.”</p> |
| 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 |

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
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

Parent/Carer

- Name
- Address
- Phone number
- email address
- Gender
- Title
- DOB
- Parental responsibility
- Language
- Occupation

Staff

- Name
- Address
- Phone number
- email address
- Title
- Gender
- DOB
- NI Number
- Ethnicity
- Bank Account Information
- Qualifications
- Disability & Medical Information

- Religion
- Marital status
- Language
- Passport Information
- Dietary requirements
- Absences
- Car information
- Next of Kin
- Payroll number
- DBS Information

This system has been identified as containing Special Category Information

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

| | |
|--|--|
| Special Category Data Legal Basis | Obligation Processing is required for carrying out obligations under employment, social security or social protection law or a collective agreement. |
| Special Category Evidence for legal basis | Article 9 |
| How is the Special Category data shared? | 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 | <p>Pupil</p> <ul style="list-style-type: none"> • 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 | <p>Consent</p> <p>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”</p> |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | Twitter or Facebook servers and in school |
| Is it secure and/or encrypted? | Twitter account is password protected. Only parents who have been approved by the school can access or follow the school twitter account |
| Who can access data? | Parents of children in school who have requested to follow the school on twitter and who have been approved by the admin team. |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Information shared with parents |
| Legal basis for sharing | Consent |
| How is data shared? | Online via secure servers |

System used: Spelling Shed

| | |
|---------------------------------------|---|
| Description | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Age • <p>Parent</p> <ul style="list-style-type: none"> • Name • Contact Details |
| Why is it being processed? | https://www.edshed.com/en-gb/privacy |
| Legal Basis | <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal toolkit |
| Is Consent Required? | Yes as part of registration process |
| Data Source | School |
| Where is data stored? | https://www.edshed.com/en-gb/privacy |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | School, teachers and parents |
| How long is data kept? | 3+ years |
| Who is data shared with? | https://www.edshed.com/en-gb/privacy |
| Legal basis for sharing | Public Task |
| How is data shared? | https://www.edshed.com/en-gb/privacy |

System used: Times Tables Rock Stars

| | |
|---------------------------------------|--|
| Description | Online times tables practice and testing. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • School name • School address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year group • Maths group |
| Why is it being processed? | To provide access to online learning tool. |
| Legal Basis | <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO legal basis toolkit |
| Is Consent Required? | No |
| Data Source | School |
| Where is data stored? | Maths circle EU servers |
| Is it secure and/or encrypted? | Yes |
| Who can access data? | Staff |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | Staff |
| Legal basis for sharing | Public task |
| How is data shared? | Online secure servers |
| References | <p>Click to download Times Tables Rock Stars</p> <p>Click to download Times Tables Rock Stars GDPR</p> |

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 <ul style="list-style-type: none">• Name child <ul style="list-style-type: none">• 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

| | |
|---------------------------------------|--|
| Description | Log of all visitors into school / fire regulations |
| Personal Data Items | <p>Visitor</p> <ul style="list-style-type: none"> • Name • Date and time • Car registration • Purpose of visit • Company • |
| Why is it being processed? | Safeguarding, health and safety, fire regulations |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| 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: Vocabulary Ninja

| | |
|---------------------------------------|---|
| Description | THE HOME OF HIGH-QUALITY TEACHING AND LEARNING RESOURCES. WHICH TEACHING RESOURCES DO YOU NEED? At Vocabulary Ninja we provide a wide variety of high-quality products and systems that help to support pupils, teachers and schools. |
| Personal Data Items | Teacher <ul style="list-style-type: none">• Name child <ul style="list-style-type: none">• Name• age |
| Why is it being processed? | https://vocabularyninja.co.uk/privacy-policy-vn/ |
| 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://vocabularyninja.co.uk/privacy-policy-vn/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://vocabularyninja.co.uk/privacy-policy-vn/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://vocabularyninja.co.uk/privacy-policy-vn/ |
| Legal basis for sharing | Public Task |
| How is data shared? | https://vocabularyninja.co.uk/privacy-policy-vn/ |

System used: White Rose Maths and Science

Description

Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.

Personal Data Items

Teacher

- Name
- Date of Birth
- Gender
- Email address
- Payment details

Child

- Name
- Age
- Gender
- Email address

Parent

- Name
- Age
- Gender
- Email address
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This system has been identified as containing Special Category Information

Special category information is data which has the following characteristics:

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

Special Category Data Legal Basis

Obligation

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

Special Category Evidence for

Article 9

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| legal basis | |
| How is the Special Category data shared? | https://whiterosemaths.com/privacy/ |
| Legal basis for sharing Special Category data | Article 9 |
| Why is it being processed? | https://whiterosemaths.com/privacy/ |
| Legal Basis | <p>Legal Obligation</p> <p>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.”</p> <p>Public task</p> <p>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</p> |
| Evidence for legal basis | ICO Legal Basis Tool |
| Is Consent Required? | Yes |
| Data Source | School |
| Where is data stored? | https://whiterosemaths.com/privacy/ |
| Is it secure and/or encrypted? | Secure |
| Who can access data? | https://whiterosemaths.com/privacy/ |
| How long is data kept? | 3 years after date closed |
| Who is data shared with? | https://whiterosemaths.com/privacy/ |
| Legal basis for sharing | Legal Obligation/Public Task |
| How is data shared? | https://whiterosemaths.com/privacy/ |