



# **Wooler First School**

## **GDPR Privacy Notice Summary Report**

**Date: 10/12/2023**

Data Protection Officer: Karen Carnaffin

[woolerfirst@woolerandglendale.co.uk](mailto:woolerfirst@woolerandglendale.co.uk)

## 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 Privacy Notice summary report, 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, why the school processes the data and who it is shared with.

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

## Systems included in this report

| System Name                           | Description  | Special Category |
|---------------------------------------|--|------------------|
| Accident book                         | Log of accidents / minor injuries in school  |                  |
| Accident Report Form                  | ACC1 form for reporting accidents to NCC   |                  |
| 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              |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils  | yes              |
| Child Protection Records - Paper      | Records relating to child protection issues for individual pupils  | yes              |
| Consent for educational visits        | Consent information for all educational visits including day trips and residential visits  | yes              |
| CPOMS                                 | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes              |
| Data tracking spreadsheets            | Spreadhseets (excel) to track progress of children over the course of their school career.   | yes              |
| DFE-Census and workforce Census       | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and   |                  |

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|   | 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 |     |
| Eduspot                                 | Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App  | yes |
| Eschools Website Provider               | On-line school website building tool  |     |
| EVOLVE visits                           | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.  |     |
| Futures Cloud                           | Internet / Network monitoring and reporting tool  |     |
| Google Classroom                        | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.  |     |
| Google drive for education              | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.   |     |
| 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.   |     |
| Just2easy                               | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.  |     |
| Lightspeed Internet Filtering           | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.   |     |
| Local Authority moderation of work      | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented  |     |

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|  | along with grades and cross moderated to ensure consistency of assessment in schools across the County.   |     |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care   | yes |
| Looked After Children Records - Paper      | Information relating to children who are Looked After   | yes |
| Medical Files - Electronic                 | Information in respect of specific medical needs of an individual student   | yes |
| Medical Files - Paper                      | Information in respect of specific medical needs of an individual student   | yes |
| Medical log                                | File of medical information for each child: asthma, medication administered, health care plans, risk assessments  | yes |
| Micro Librarian                            | Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data   | yes |
| Microsoft Teams                            | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background |     |
| NFER                                       | Assessment materials, reading test and pupil progress data  |     |
| Nursery (Early Years) files                | Early years registration information and funding information for Early Years entitlement, hours taken each week   | yes |
| Oak Academy                                | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils  |     |

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|   | to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.  |     |
| Oxford Owls                                 | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |     |
| Padlet                                      | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.   |     |
| 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.   |     |
| PIVATS                                      | An online assessment and target setting tool  | yes |
| Purple Mash                                 | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.  |     |
| Reading Eggs                                | The multi-award winning early learning resource supports your child's learn to read journey with carefully designed online reading games and activities that are easy to follow, self-paced, and highly engaging for young children.  |     |
| Recruitment information                     | Part of the job application process   | yes |
| Registers                                   | Daily register, after school club registers, lunch register   |     |
| Safeguarding Records - Electronic           | Records relating to safeguarding of children  | yes |
| Safeguarding Records - Paper                | Records relating to safeguarding of children  | yes |
| School360                                   | Learning platform for Northumberland schools with links to 3rd party educational resource providers.  | yes |
| Schoolcomms                                 | Communication app for parents   |     |
| Seesaw                                      | Seesaw - Student driven digital portfolios and simple parent communication.   |     |
| 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,  | yes |

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|   | senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.  |     |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement.  |     |
| Tapestry                                  | An online journal recording all the learning and fun of children's early years education.  |     |
| Teachers2Parent                           | Parent/Staff/Other Text Messaging System   |     |
| 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 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. | yes |
| Wonde                                     | Manages transfer of data from Sims MIS to School360.   | yes |
| Eduspot - School Money                    | Cashless Money System  |     |
| Twinkl                                    | On-line Teacher Planning Assessment and Resources Tool   |     |

| System used: Accident book        |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Log of accidents / minor injuries in school   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• class</li> <li>• Injury</li> <li>• first aid</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b> | To record injuries in school  |
| <b>Who is data shared with?</b>   | Parents   |

| System used: Accident Report Form |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | ACC1 form for reporting accidents to NCC  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of accident</li> <li>• nature of injury</li> <li>• Place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of injury</li> <li>• nature of injury</li> <li>• place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> </ul> |



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| <b>Why is it being processed?</b> | Statutory obligations to comply with Health and Safety regulations. |
| <b>Who is data shared with?</b>   | NCC / parents   |

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| <b>System used: Assessment Records</b> |   |
| <b>Owner</b>                           | Wooler First School   |
| <b>Description</b>                     | Electronic and paper mark books   |
| <b>Personal Data Items</b>             | <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Disadvantaged cohort</li> <li>• SEND Code</li> <li>• Key Stage 2 Assessment data</li> <li>• Internal Assessment Data</li> </ul> |
| <b>Why is it being processed?</b>      | To track student achievement and report to parents  |
| <b>Who is data shared with?</b>        | Parents   |

|                                     |   |
|-------------------------------------|---|
| <b>System used: Attendance file</b> |   |
| <b>Owner</b>                        | Wooler First School   |
| <b>Description</b>                  | Attendance information about pupils and classes   |
| <b>Personal Data Items</b>          | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Gender</li> <li>• UPN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Parental contact</li> <li>• Ethnic origin</li> <li>• Current attendance</li> <li>• Past attendance</li> </ul> |
| <b>Why is it being processed?</b>   | To regularly check pupil's attendance towards a desired goal  |
| <b>Who is data shared with?</b>     | EWO and other agencies as required / parents  |

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| <b>System used: Behaviour Files - Paper (in class)</b> |   |
| <b>Owner</b>   | Wooler First School   |
| <b>Description</b>                                     | Information relating to the behaviours of particular pupils |

|                                   |  |
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| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Educational Behavioural Needs</li> <li>• Social Care Status</li> <li>•</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To ensure access to education appropriate to needs   |
| <b>Who is data shared with?</b>   | External support workers as applies  |

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| <b>System used: Child Protection Records - Electronic</b> |   |
| <b>Owner</b>  | Wooler First School   |
| <b>Description</b>  | Records relating to child protection issues for individual pupils   |
| <b>Personal Data Items</b>                                | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> <li>•</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> |

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|                                   | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement   |
| <b>Who is data shared with?</b>   | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school   |

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

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|                                   | <ul style="list-style-type: none"> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement   |
| <b>Who is data shared with?</b>   | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school  |

| System used: Consent for educational visits |  |
|---|--|
| <b>Owner</b>                                | Wooler First School  |
| <b>Description</b>                          | Consent information for all educational visits including day trips and residential visits  |
| <b>Personal Data Items</b>                  | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Health conditions</li> <li>• Medication</li> <li>• Dietary requirements</li> <li>• Contact information</li> <li>• Family doctor</li> </ul> |
| <b>Why is it being processed?</b>           | To ensure school has up to date information when taking children off site  |
| <b>Who is data shared with?</b>             | NCC or medical practitioners / providers   |

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

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|                                   | <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Details of incident</li> <li>• Admission Date</li> <li>• DOB</li> <li>• SEN, with status</li> <li>• Medical Conditions</li> <li>• UPN</li> <li>• Pupil Premium</li> <li>• Religion</li> <li>• EAL</li> <li>• LAC</li> <li>• Year Group</li> <li>• Ethnicity</li> <li>• First Language</li> <li>• Pregnancy</li> </ul> <p><b>Main contact</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone Number</li> </ul> |
| <b>Why is it being processed?</b> | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.  |
| <b>Who is data shared with?</b>   | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.   |

| System used: Data tracking spreadsheets |   |
|---|---|
| <b>Owner</b>                            | Wooler First School   |
| <b>Description</b>                      | Spreadhsheets (excel) to track progress of children over the course of their school career.   |
| <b>Personal Data Items</b>              | <p><b>pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• date of birth</li> <li>• gender</li> <li>• class</li> <li>• year</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment info</li> </ul> |
| <b>Why is it being processed?</b>       | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements   |
| <b>Who is data shared with?</b>         | Different elemetns of data are shared with different parties including: other staff, Governors and parents  |

System used: DFE-Census and workforce Census

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|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | 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. |
| <b>Personal Data Items</b>        | <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>  |
| <b>Who is data shared with?</b>   | <a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>  |

|   |   |
|---|---|
| <b>System used: Dietary requirements information sheets</b> |   |
| <b>Owner</b>  | Wooler First School   |
| <b>Description</b>  | Required documents for specific children with severe allergies / intolerances and religious observations (food)     |
| <b>Personal Data Items</b>                                  | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Dietary information</li> </ul> |
| <b>Why is it being processed?</b>                           | Health and safety - to avoid children coming into contact with specific foods                                       |
| <b>Who is data shared with?</b>                             | n/a   |

|                             |   |
|-----------------------------|---|
| <b>System used: Ed Shed</b> |   |
| <b>Owner</b>                | Wooler First School   |
| <b>Description</b>          | 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 |
| <b>Personal Data Items</b>  | <b>Teacher</b>  |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | <a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>   |
| <b>Who is data shared with?</b>   | <a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>   |

| System used: Eduspot              |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Classes</li> <li>• Email</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• age</li> <li>• Performance Data</li> <li>• SEND</li> <li>• Gender</li> </ul> |
| <b>Why is it being processed?</b> | To provide the school with a range of tools for recording reporting and communication with parents/carers  |
| <b>Who is data shared with?</b>   | n/a  |

| System used: Eschools Website Provider |   |
|--|---|
| <b>Owner</b>                           | Wooler First School   |
| <b>Description</b>                     | On-line school website building tool  |
| <b>Personal Data Items</b>             | <p><b>School Information</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact information</li> <li>• Class names</li> <li>• Staff names</li> <li>• Governor names</li> <li>• Year group information (planning, homework)</li> <li>• Newsletters</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Photographs</li> <li>•</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b> | To inform parents and the wider community about the life of the school                             |
| <b>Who is data shared with?</b>   | The general public eschools is a public facing website   |

| System used: EVOLVE visits        |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.  |
| <b>Personal Data Items</b>        | <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Location data</li> <li>• Qualifications</li> </ul><br><b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• UPN</li> </ul> |
| <b>Why is it being processed?</b> | 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.   |
| <b>Who is data shared with?</b>   | '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.'   |

| System used: Futures Cloud |  |
|----------------------------|--|
| <b>Owner</b>               | Wooler First School  |
| <b>Description</b>         | Internet / Network monitoring and reporting tool   |
| <b>Personal Data Items</b> | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• I/P address</li> <li>• URL's visited</li> </ul><br><b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> |



|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• I / P address</li> <li>• URL's visited</li> </ul>                            |
| <b>Why is it being processed?</b> | Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.              |
| <b>Who is data shared with?</b>   | NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school. |

| System used: Google Classroom     |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | 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. |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>    |
| <b>Why is it being processed?</b> | <a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>                                |
| <b>Who is data shared with?</b>   | <a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>                                |

| System used: Google drive for education |  |
|---|--|
| <b>Owner</b>                            | Wooler First School  |
| <b>Description</b>                      | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.  |
| <b>Personal Data Items</b>              | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gmail address</li> </ul> |
| <b>Why is it being processed?</b>       | To provide Google drive for education to staff, pupils and governors.  |

|                                 |                  |
|---------------------------------|------------------|
| <b>Who is data shared with?</b> | Staff and Pupils |
|---------------------------------|------------------|

| System used: Governance           |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | Details of all members of the Governing Body   |
| <b>Personal Data Items</b>        | <p><b>Name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> <li>• Photos</li> <li>• Attendance at Meetings</li> <li>• Pecuniary Interests</li> </ul> |
| <b>Why is it being processed?</b> | Statutory Requirement  |
| <b>Who is data shared with?</b>   | Local Authority and the general public   |

| System used: Health & Safety      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Records pertaining to Health & Safety   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> |
| <b>Why is it being processed?</b> | To ensure Health and Safety Regulations are followed  |
| <b>Who is data shared with?</b>   | NCC, school staff and parents   |

System used: Huggg

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.                                       |
| <b>Personal Data Items</b>        | <p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul> |
| <b>Why is it being processed?</b> | <a href="https://www.huggg.me/privacy">https://www.huggg.me/privacy</a>   |
| <b>Who is data shared with?</b>   | <a href="https://www.huggg.me/privacy">https://www.huggg.me/privacy</a>   |

|                                   |   |
|-----------------------------------|---|
| <b>System used: Just2easy</b>     |   |
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.  |
| <b>Personal Data Items</b>        | <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Class / Year group</li> <li>• School</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | To provide access for staff and pupils to a variety of learning resources through School360   |
| <b>Who is data shared with?</b>   | N/A   |

|   |   |
|---|---|
| <b>System used: Lightspeed Internet Filtering</b> |   |
| <b>Owner</b>                                      | Wooler First School   |
| <b>Description</b>                                | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| <b>Personal Data Items</b>                        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> </ul>     |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• URLs visited</li> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | Statutory requirement to filter Internet services for school users   |
| <b>Who is data shared with?</b>   | School leadership, LSCB and police if serious incident occurs  |

| System used: Local Authority moderation of work |  |
|---|--|
| <b>Owner</b>                                    | Wooler First School  |
| <b>Description</b>                              | 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.   |
| <b>Personal Data Items</b>                      | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Initials</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Initials</li> <li>• Gender</li> <li>• Unique pupil number (UPN)</li> </ul> |
| <b>Why is it being processed?</b>               | As part of the statutory? requires for assessment and moderation in schools  |
| <b>Who is data shared with?</b>                 | Other NCC staff  |

| System used: Looked After Children Records - Electronic |  |
|---|--|
| <b>Owner</b>  | Wooler First School  |
| <b>Description</b>                                      | Information relating to children who are in Looked After Care  |
| <b>Personal Data Items</b>                              | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To support the education of children who are Looked After  |
| <b>Who is data shared with?</b>   | Social Workers, Local Authority, Carers, Receiving school  |

|   |   |
|---|---|
| <b>System used: Looked After Children Records - Paper</b> |   |
| <b>Owner</b>  | Wooler First School   |
| <b>Description</b>  | Information relating to children who are Looked After   |
| <b>Personal Data Items</b>                                | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> <li>•</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> |

|                                   |  |
|-----------------------------------|--|
|                                   | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To support the education of children who are Looked After  |
| <b>Who is data shared with?</b>   | Social Workers, Local Authority, Carers, Receiving School  |

|   |  |
|---|--|
| System used: Medical Files - Electronic |  |
| <b>Owner</b>                            | Wooler First School  |
| <b>Description</b>                      | Information in respect of specific medical needs of an individual student  |
| <b>Personal Data Items</b>              | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b>       | To ensure access to education  |
|   |  |

|                                 |  |
|---------------------------------|--|
| <b>Who is data shared with?</b> | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |
|---------------------------------|--|

**System used: Medical Files - Paper**

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | Information in respect of specific medical needs of an individual student  |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• address</li> <li>• Contact details</li> </ul> |
| <b>Why is it being processed?</b> | To ensure access to education  |
| <b>Who is data shared with?</b>   | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate   |

**System used: Medical log**

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

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Inhaler / medication information (doseage)</li> <li>• DOB</li> <li>• Class</li> <li>• Medical condition</li> <li>• Signs and symptoms</li> <li>• Treatment</li> <li>• Parental consent</li> <li>• Name of medication and dose</li> <li>• Side effects</li> <li>• Storage requirements</li> <li>• Special equipment</li> <li>• Testing needed</li> <li>• Access to food drink</li> <li>• Dietary requirement</li> <li>• Staff support</li> <li>• Contingency arrangements</li> <li>• Family / emergency contacts</li> <li>• Hazard</li> <li>• Risk</li> <li>• Control measures / risk evaluation</li> </ul> |
| <b>Why is it being processed?</b> | Health and safety of child  |
| <b>Who is data shared with?</b>   | Staff, NCC and NHS professionals  |

|                                     |  |
|-------------------------------------|--|
| <b>System used: Micro Librarian</b> |  |
| <b>Owner</b>                        | Wooler First School  |
| <b>Description</b>                  | Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data  |
| <b>Personal Data Items</b>          | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• email</li> <li>• Biometric data (if used)</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Biometric data (if used)</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> |
| <b>Why is it being processed?</b>   | To provide online access to a range of library and literacy tools.   |
| <b>Who is data shared with?</b>     | N/A  |



| System used: Microsoft Teams      |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | <p>Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background</p> |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>  |
| <b>Who is data shared with?</b>   | <a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>  |

| System used: NFER                 |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Assessment materials, reading test and pupil progress data  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Contact details</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• School</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To assess pupil attainment and help staff track progress and set targets.   |

|                                 |            |
|---------------------------------|------------|
| <b>Who is data shared with?</b> | Not shared |
|---------------------------------|------------|

**System used: Nursery (Early Years) files**

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Early years registration information and funding information for Early Years entitlement, hours taken each week   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Documents seen / recorded</li> <li>• Parents Nat. Insurance Number</li> <li>• Eligibility code</li> <li>• Religion</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Parent work details</li> <li>• Emergency contact details</li> <li>• Former placements</li> <li>• Medical information</li> <li>• Ethnic origin</li> <li>• SEN information</li> <li>• EAL</li> <li>• Armed forces</li> <li>• Meal arrangements</li> <li>• Parental consent: medicine, photos, website, school publications, press, local excursions</li> <li>• Start dates</li> <li>• Desired sessions</li> </ul> |
| <b>Why is it being processed?</b> | To ensure registration of children into school and that children receive their entitlements   |
| <b>Who is data shared with?</b>   | School staff, NCC, outside agencies as required   |

**System used: Oak Academy**

|                            |   |
|----------------------------|---|
| <b>Owner</b>               | Wooler First School   |
| <b>Description</b>         | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| <b>Personal Data Items</b> | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>  |

|                                   |   |
|-----------------------------------|---|
|                                   | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>    |
| <b>Why is it being processed?</b> | <a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a> |
| <b>Who is data shared with?</b>   | <a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a> |

| System used: Oxford Owls          |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| <b>Personal Data Items</b>        | <b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>   |
| <b>Why is it being processed?</b> | <a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>   |
| <b>Who is data shared with?</b>   | <a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>   |

| System used: Padlet               |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.                                       |
| <b>Personal Data Items</b>        | <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | <a href="https://padlet.com/">https://padlet.com/</a>   |
| <b>Who is data shared with?</b>   | <a href="https://privacy.commonsense.org/evaluation/padlet">https://privacy.commonsense.org/evaluation/padlet</a>                           |

| System used: Personnel files      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Information relating to staff employment  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• National Insurance Number</li> <li>• Qualifications</li> <li>• DOB</li> <li>• Contract</li> <li>• Payroll no.</li> <li>• Employment history</li> <li>• References</li> <li>• Leave of absence</li> <li>• DBS checked</li> </ul> |
| <b>Why is it being processed?</b> | Necessary for employment  |
| <b>Who is data shared with?</b>   | NCC and/or HR provider and/or Payroll provider  |

| System used: Photographs and videos of staff and pupils. |   |
|--|---|
| <b>Owner</b>   | Wooler First School   |
| <b>Description</b>                                       | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.   |
| <b>Personal Data Items</b>                               | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Video</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photograph (unnamed)</li> <li>• Video (unnamed)</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> </ul> |
| <b>Why is it being processed?</b>                        | To celebrate the life and work of the school.   |
| <b>Who is data shared with?</b>                          | The public  |

| System used: PIVATS |  |
|---------------------|--|
|                     |  |

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | An online assessment and target setting tool  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> <li>• FSM</li> <li>• Gender</li> <li>• Primary Need</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail</li> </ul> |
| <b>Why is it being processed?</b> | Attainment tracking   |
| <b>Who is data shared with?</b>   | Local Authority, NHS Services (CYPS)  |

|                                   |  |
|-----------------------------------|--|
| System used: Purple Mash          |  |
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• School</li> <li>• Age</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | To provide online access to a range of Edtech software.  |
| <b>Who is data shared with?</b>   | School staff   |

|                           |  |
|---------------------------|--|
| System used: Reading Eggs |  |
| <b>Owner</b>              | Wooler First School  |
| <b>Description</b>        | The multi-award winning early learning resource supports your child's learn to read journey with carefully designed online reading games and |

|                                   |  |
|-----------------------------------|--|
|                                   | activities that are easy to follow, self-paced, and highly engaging for young children.  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Class</li> </ul> |
| <b>Why is it being processed?</b> |  |
| <b>Who is data shared with?</b>   | School staff   |

|   |   |
|---|---|
| <b>System used: Recruitment information</b> |   |
| <b>Owner</b>                                | Wooler First School   |
| <b>Description</b>                          | Part of the job application process   |
| <b>Personal Data Items</b>                  | <p><b>Name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Address</li> <li>• Educational establishments attended</li> <li>• Qualifications</li> <li>• Disciplinary Records</li> <li>• Appraisal Records</li> <li>• Salary information</li> </ul> |
| <b>Why is it being processed?</b>           | As part of the recruitment process  |
| <b>Who is data shared with?</b>             | Governors/ shortlisting panel/ SIP/ HR  |

|                                   |  |
|-----------------------------------|--|
| <b>System used: Registers</b>     |  |
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | Daily register, after school club registers, lunch register  |
| <b>Personal Data Items</b>        | <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of Birth</li> <li>• Lunch Status</li> <li>• Attendance</li> </ul> |
| <b>Why is it being processed?</b> | To monitor children's attendance - legal obligation.   |

|                                 |   |
|---------------------------------|---|
| <b>Who is data shared with?</b> | School staff, after school club providers |
|---------------------------------|---|

**System used: Safeguarding Records - Electronic**

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Records relating to safeguarding of children  |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement  |
| <b>Who is data shared with?</b>   | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police  |

**System used: Safeguarding Records - Paper**

|                    |  |
|--------------------|--|
| <b>Owner</b>       | Wooler First School                          |
| <b>Description</b> | Records relating to safeguarding of children |
|                    |  |

|                                   |   |
|-----------------------------------|---|
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement  |
| <b>Who is data shared with?</b>   | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police  |

|                               |   |
|-------------------------------|---|
| <b>System used: School360</b> |   |
| <b>Owner</b>                  | Wooler First School   |
| <b>Description</b>            | Learning platform for Northumberland schools with links to 3rd party educational resource providers.  |
| <b>Personal Data Items</b>    | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/Group</li> <li>• Year</li> <li>• UPN (Unique Pupil Number)</li> <li>• Gender</li> </ul> |



|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• Attendance (If School360 used for registration)</li> <li>• Pupil concern reports</li> <li>• EYFS reflections</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Staff Alternative e-mail address</li> <li>• Teacher pupil notes</li> </ul> |
| <b>Why is it being processed?</b> | To facilitate setting up and access to the County learning platform - School360  |
| <b>Who is data shared with?</b>   | SIMs Wonde Frog Learning Just2easy Interactive Resources   |

|                                   |  |
|-----------------------------------|--|
| <b>System used: Schoolcomms</b>   |  |
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | Communication app for parents  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Attendance data</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• e-mail address</li> <li>• Mobile number</li> </ul>  |
| <b>Why is it being processed?</b> | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.  |
| <b>Who is data shared with?</b>   | '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, email address.' |

|                            |  |
|----------------------------|--|
| <b>System used: Seesaw</b> |  |
| <b>Owner</b>               | Wooler First School  |
| <b>Description</b>         | Seesaw - Student driven digital portfolios and simple parent communication.  |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |

|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• School</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Year</li> <li>• Classes</li> </ul> |
| <b>Why is it being processed?</b> | To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios.   |
| <b>Who is data shared with?</b>   | Not shared  |

| System used: SEND electronic records |   |
|--------------------------------------|---|
| <b>Owner</b>                         | Wooler First School   |
| <b>Description</b>                   | Records relating to Special Educational Needs and Disability for individual pupils  |
| <b>Personal Data Items</b>           | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• SEND History</li> </ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact details</li> </ul> |
| <b>Why is it being processed?</b>    | To ensure appropriate levels of support for the student in relation SEND needs  |
| <b>Who is data shared with?</b>      | Parents/Carers as appropriate; Social Workers; Health Care  |

|  |   |
|--|---|
|  | Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |
|--|---|

**System used: Send Paper Records**

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Records relating to individual pupil's SEND history   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date Of Birth</li> <li>• Address</li> <li>• Medical Information</li> <li>• Health &amp; Social Care</li> <li>• Specific Educational Needs</li> <li>• Interventions In Place</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To support educational entitlement to meet statutory obligations  |
| <b>Who is data shared with?</b>   | Case workers, Parents, local Authority and Receiving Schools  |

**System used: SIMS**

|                            |  |
|----------------------------|--|
| <b>Owner</b>               | Wooler First School  |
| <b>Description</b>         | 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. |
| <b>Personal Data Items</b> | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>   |

- 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

|                                   |   |
|-----------------------------------|---|
| <b>Why is it being processed?</b> | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements. |
| <b>Who is data shared with?</b>   | Parents   |

|   |  |
|---|--|
| <b>System used: Social media sites e.g. Twitter, Facebook</b> |  |
| <b>Owner</b>  | Wooler First School  |
| <b>Description</b>  | Social Media tool used to inform parents about events in school and celebrate children's achievement.  |
| <b>Personal Data Items</b>                                    | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photos (unnamed)</li> <li>• Videos (unnamed)</li> <li>• School name</li> <li>• Classes</li> </ul> |
| <b>Why is it being processed?</b>                             | Unnamed photos of pupils and their work are used on the site   |
| <b>Who is data shared with?</b>                               | Information shared with parents  |

|                              |   |
|------------------------------|---|
| <b>System used: Tapestry</b> |   |
| <b>Owner</b>                 | Wooler First School   |
| <b>Description</b>           | An online journal recording all the learning and fun of children's early years education.   |
| <b>Personal Data Items</b>   | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email address and name of person who pays for service in school</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Notes on progress</li> <li>• Photographs</li> <li>• Videos</li> <li>• Address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul> |

|                                   |   |
|-----------------------------------|---|
| <b>Why is it being processed?</b> | To provide access to an online early years journal which records pupil activity and progress throughout the year. |
| <b>Who is data shared with?</b>   | The child's? new school if it uses Tapestry.  |

| System used: Teachers2Parent      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | Parent/Staff/Other Text Messaging System  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Registration group</li> <li>• Year group</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Primary telephone number</li> <li>• Secondary telephone number</li> </ul> <p><b>Taxi driver</b></p> <ul style="list-style-type: none"> <li>• Taxi drivers name</li> <li>• Taxi drivers telephone number</li> </ul> <p><b>Taxi escort</b></p> <ul style="list-style-type: none"> <li>• taxi escort name</li> <li>• Taxi escort telephone number</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to Communication tool for contact between school and parent/carer/staff/other   |
| <b>Who is data shared with?</b>   | School staff  |

| System used: Twinkl |  |
|---------------------|--|
| <b>Owner</b>        | Wooler First School  |
| <b>Description</b>  | 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.   |
| <b>Personal Data Items</b>        | <b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | <a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>   |
| <b>Who is data shared with?</b>   | <a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>   |

|                                   |  |
|-----------------------------------|--|
| System used: Visitor book         |  |
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | Log of all visitors into school / fire regulations   |
| <b>Personal Data Items</b>        | <b>Visitor</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date and time</li> <li>• Car registration</li> <li>• Purpose of visit</li> <li>• Company</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b> | Safeguarding, health and safety, fire regulations  |
| <b>Who is data shared with?</b>   | School staff, visitors   |

|                                   |   |
|-----------------------------------|---|
| System used: Vocabulary Ninja     |   |
| <b>Owner</b>                      | Wooler First School   |
| <b>Description</b>                | 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. |
| <b>Personal Data Items</b>        | <b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://vocabularyninja.co.uk/privacy-policy-vn/">https://vocabularyninja.co.uk/privacy-policy-vn/</a>   |
| <b>Who is data shared with?</b>   | <a href="https://vocabularyninja.co.uk/privacy-policy-vn/">https://vocabularyninja.co.uk/privacy-policy-vn/</a>   |

System used: White Rose Maths and Science

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | 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. |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>•</li> </ul>  |
| <b>Why is it being processed?</b> | <a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>  |
| <b>Who is data shared with?</b>   | <a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>  |

System used: Wonde

|                            |   |
|----------------------------|---|
| <b>Owner</b>               | Wooler First School   |
| <b>Description</b>         | Manages transfer of data from Sims MIS to School360.  |
| <b>Personal Data Items</b> | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |



|                                   |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• School id</li> <li>• Class/group</li> <li>• Year</li> <li>• UPN</li> <li>• Gender</li> <li>• Attendance</li> </ul> |
| <b>Why is it being processed?</b> | To facilitate the exchange of data to allow the set up of school360 for a school.   |
| <b>Who is data shared with?</b>   | School360 users   |

| System used: Eduspot - School Money |  |
|-------------------------------------|--|
| <b>Owner</b>                        | Wooler First School  |
| <b>Description</b>                  | Cashless Money System  |
| <b>Personal Data Items</b>          | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• Description for money due</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email Adress</li> <li>• Mobile phone number</li> </ul> <p><b>Members of the Public</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Organisation</li> <li>• Lettings - Reason for Charges due</li> </ul> |
| <b>Why is it being processed?</b>   | To collect monies due  |
| <b>Who is data shared with?</b>     | With individual users  |

| System used: Twinkl               |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Wooler First School  |
| <b>Description</b>                | On-line Teacher Planning Assessment and Resources Tool                       |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | To access Resources  |
| <b>Who is data shared with?</b>   | Designated Staff   |