# The Dales

# GDPR Privacy Notice Summary Report

# Date: 18/04/2026

Data Protection Officer: Louise Gilmour

01670 352556

# 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 | |
| Active Learn Pearsons - including Bug Club and Abacus Maths | Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools. | |
| Adobe Creative Cloud Express [formerly Adobe Spark] | Creates videos & stores them | |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| BBC Bitesize | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams | |
| Behaviour Files - Paper (in class) | Information relating to the behaviours of particular pupils | yes |
| Bromcom | To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute. | yes |
| Canva | Canva is an online design and publishing tool | |
| CCTV | CCTV | |
| Charanga | Charanga Music School, the best-selling, modern | |

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|---|---|---|
| | resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning | |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| CLPE | Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers. | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Covid-19 Lateral Flow Testing | About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff | yes |
| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |

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|---|---|---|
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| DFE-Census and workforce Census | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| Eco School The Pod | The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links. | |
| Education City | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment. | |
| Eduspot | Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App | yes |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |

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| Health & Safety | Records pertaining to Health & Safety | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Inventry | A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Mathletics _ online numeracy activities | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. | |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, | |

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| | PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| National Online Safety.com | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing | |
| National Tutoring Programme (NTP) | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. | yes |
| Nereo (Matrix) | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. | |
| Northumberland School Readiness Passport | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. | |
| Performance Management | Staff appraisals | |
| Personnel files | Information relating to staff employment | |
| Photographs and videos of staff and pupils. | Permission to display staff and pupil photographs (unnamed) and video on the school website and social | |

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

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| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| Teachers2Parent | Parent/Staff/Other Text Messaging System | |
| The National College | A provider of online training for staff & governors | |
| Thrive | Social and Emotional Screening Programme | yes |
| Twinkl | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it. | |
| Visitor book | Log of all visitors into school / fire regulations | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Zoom | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. | |
| Advantex Internet Filtering | Advantex Internet Filtering provides DfE compliant Internet Filtering Services for schools connected to it's system. | |
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| Arts Award (Trinity College London) | 'Arts Award', 'Discover', 'Explore' & 'Bronze Award' certification and moderation | |
| Boardmaker / Tobii Dynavox | Boardmaker provides a multi-level approach to creating engaging print and interactive materials for your special education needs | |
| Code.org | Code.org® is a nonprofit dedicated to expanding access to computer science in schools and increasing participation by young women and students from other underrepresented groups. | |
| CPOMS StaffSafe | Allows schools to capture compliance and record welfare information on all school personnel | yes |
| Evidence for Learning | Evidence for Learning supports an Inquiry-based approach to education and provision, that allows ALL stakeholders in a child, young person or adult's learning and development to quickly and easily gather photo and video evidence, linked to the individual's learning goals as well as any key skills frameworks. Observations can be annotated and tagged to reflect your school's basket of indicators in an instant. Evidence for Learning supports ANY assessment framework and ANY assessment model – including evidencing and tracking progress against individual learning intentions and targets related to Education Health & Care (EHC) Plans. What's more, teachers can easily amend and add to these goals over time in order to respond to a learners' ongoing needs and development. | |
| iASEND | Pupil Progress Tracking System | |
| iASEND Evidence | Application providing parents / carers with access to 'learning journals'. | |
| InVentry Sign In Solutions | InVentry electronic sign in system for Staff, Pupils and Visitors | |
| Read Write Inc | Read Write Inc. Phonics teaches children to read accurately and fluently with good comprehension. They learn to form each letter, spell correctly, and compose their ideas step-by-step. | |
| Tinkercad | Tinkercad is a free, easy-to-use app for 3D design, electronics, and coding. It's used by teachers, kids, hobbyists, and designers to imagine, design, and make anything! | |
| Windows 2012 R2 Servers | The Dales Shool Private Domain Network | |

| System used: Accident book | |
|---|---|
| **Owner** | The Dales |
| **Description** | Log of accidents / minor injuries in school |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• class<br>• Injury<br>• first aid<br>• |
| **Why is it being processed?** | To record injuries in school |
| **Who is data shared with?** | Parents |

| System used: Accident Report Form | |
|---|---|
| **Owner** | The Dales |
| **Description** | ACC1 form for reporting accidents to NCC |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Gender<br>• Address<br>• Telephone number<br>• Date and time of accident<br>• nature of injury<br>• Place of accident<br>• First aid<br>• Circumstances<br>• Action taken<br>• Witness information<br>•<br><br>**Staff member**<br><br>• Name<br>• Occupation<br>• DOB<br>• Gender<br>• Address<br>• Telephone number<br>• Date and time of injury<br>• nature of injury<br>• place of accident<br>• First aid<br>• Circumstances<br>• Action taken<br>• Witness information |

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

| System used: Active Learn Pearsons - including Bug Club and Abacus Maths | |
|---|---|
| **Owner** | The Dales |
| **Description** | Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools. |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Class<br><br>**Staff**<br><br>• Name |
| **Why is it being processed?** | To provide online access to curriculum materials for staff and pupils |
| **Who is data shared with?** | Not shared |

| System used: Adobe Creative Cloud Express [formerly Adobe Spark] | |
|---|---|
| **Owner** | The Dales |
| **Description** | Creates videos & stores them |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• email<br>• technical info -IP address device<br><br>**Pupil**<br><br>• Name<br>• School email |
| **Why is it being processed?** | To allow use of system |
| **Who is data shared with?** | Contractors to provide service |

| System used: Assessment Records | |
|---|---|
| **Owner** | The Dales |
| **Description** | Electronic and paper mark books |

| Personal Data Items | **Child** |
| --- | --- |
| | - Name<br>- Gender<br>- Disadvantaged cohort<br>- SEND Code<br>- Key Stage 2 Assessment data<br>- Internal Assessment Data |
| **Why is it being processed?** | To track student achievement and report to parents |
| **Who is data shared with?** | Parents |

| System used: Attendance file | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Attendance information about pupils and classes |
| **Personal Data Items** | **Pupil**<br><br>- Name<br>- DOB<br>- Class<br>- Gender<br>- UPN<br>- Address<br>- Telephone number<br>- Parental contact<br>- Ethnic origin<br>- Current attendance<br>- Past attendance |
| **Why is it being processed?** | To regularly check pupil's attendance towards a desired goal |
| **Who is data shared with?** | EWO and other agencies as required / parents |

| System used: BBC Bitesize | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| **Personal Data Items** | **teacher** |

|  | - Name |
| --- | --- |
|  | - email address |
|  | **child** |
|  | - Name |
|  | - Age |
|  | - Year group |
| **Why is it being processed?** | https://www.bbc.co.uk/usingthebbc/privacy/ |
| **Who is data shared with?** | https://www.bbc.co.uk/usingthebbc/privacy/ |

| System used: Behaviour Files - Paper (in class) | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Information relating to the behaviours of particular pupils |
| **Personal Data Items** | **Pupils** |
|  | - Name |
|  | - Date of Birth |
|  | - Address |
|  | - Health Needs |
|  | - Educational Behavioural Needs |
|  | - Social Care Status |
|  | - |
|  | **Parents/Carers** |
|  | - Name |
|  | - Address |
|  | - Contact Details |
|  | **Staff** |
|  | - Name |
|  | - Position |
|  | **External Support Workers** |
|  | - Name |
|  | - Organisation |
|  | - Position |
|  | - Address |
|  | - Contact Details |
| **Why is it being processed?** | To ensure access to education appropriate to needs |
| **Who is data shared with?** | External support workers as applies |

| System used: Bromcom | |
| --- | --- |
|  |  |

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

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| | • Payroll number<br>• DBS Information |
| **Why is it being processed?** | https://bromcom.com/privacy-policy/ |
| **Who is data shared with?** | https://bromcom.com/privacy-policy/ |

| System used: Canva | |
|---|---|
| **Owner** | The Dales |
| **Description** | Canva is an online design and publishing tool |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• date of birth<br>• email<br>• phone number<br>• school<br>• analytics data<br>• usage data including device & location<br><br>**Student**<br><br>• Name<br>• class<br>• school<br>• email<br>• analytics data<br>• usage data including device & location |
| **Why is it being processed?** | To allow use of Canva resources and to improve Canva service to users |
| **Who is data shared with?** | Third party companies to provide service |

| System used: CCTV | |
|---|---|
| **Owner** | The Dales |
| **Description** | CCTV |
| **Personal Data Items** | **Staff**<br><br>• Images<br><br>**Child**<br><br>• Images<br><br>**Visitor**<br><br>• Images |
| **Why is it being processed?** | Safeguarding |

| Who is data shared with? | Police in event of criminal investigations |
| --- | --- |

| System used: Charanga | |
| --- | --- |
| Owner | The Dales |
| Description | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| Personal Data Items | **Staff**<br><br>• Name<br>• School<br>• email address<br>• Mobile phone umber<br>• Pupils groups<br><br>**Pupil**<br><br>• Name<br>• School<br>• Assessment information |
| Why is it being processed? | To provide online access to teaching and learning materials. |
| Who is data shared with? | Shared with partner company Soundation AB |

| System used: Child Protection Records - Electronic | |
| --- | --- |
| Owner | The Dales |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br>•<br><br>**Parents**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff** |

- Name
- Position

**Social Care Worker**

- Name
- Address
- Contact Details

**External Support Workers**

- Name
- Organisation
- Position
- Address
- Contact Details

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|---|---|
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

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

|  | **External Support Workers**<br><br>- Name<br>- Organisation<br>- Position<br>- Address<br>- Contact Details |
|---|---|
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| System used: CLPE | |
|---|---|
| **Owner** | The Dales |
| **Description** | Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers. |
| **Personal Data Items** | **Teacher**<br><br>- Name |
| **Why is it being processed?** | https://clpe.org.uk/content/privacy-cookies |
| **Who is data shared with?** | https://clpe.org.uk/content/privacy-cookies |

| System used: Consent for educational visits | |
|---|---|
| **Owner** | The Dales |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil**<br><br>- Name<br>- DOB<br>- Health conditions<br>- Medication<br>- Dietary requirements<br>- Contact information<br>- Family doctor |
| **Why is it being processed?** | To ensure school has up to date information when taking children off site |
| **Who is data shared with?** | NCC or medical practitioners / providers |

| System used: Covid-19 Lateral Flow Testing | |
|---|---|
| **Owner** | The Dales |
| **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** | **Child**<br><br>• Name<br>• Date of Birth<br>• Postcode<br>• Test Result<br><br>**Parent**<br><br>• Name<br>• Email address<br>• Telephone number |
| **Why is it being processed?** | To support the national effort in the fight against Covid-19. Under instruction from the DfE and PHE. |
| **Who is data shared with?** | Public Health England |

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

- DOB
- SEN, with status
- Medical Conditions
- UPN
- Pupil Premium
- Religion
- EAL
- LAC
- Year Group
- Ethnicity
- First Language
- Pregnancy

**Main contact**

- Name
- Telephone Number

| | |
|---|---|
| **Why is it being processed?** | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| **Who is data shared with?** | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |

| System used: Data tracking spreadsheets | |
|---|---|
| **Owner** | The Dales |
| **Description** | Spreadhseets (excel) to track progress of children over the course of their school career. |
| **Personal Data Items** | **pupil**<br><br>- Name<br>- date of birth<br>- gender<br>- class<br>- year<br>- FSM<br>- SEN<br>- Assessment info |
| **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 |
| **Who is data shared with?** | Different elemetns of data are shared with different parties including: other staff, Governors and parents |

| System used: DFE-Census and workforce Census | |
|---|---|
| **Owner** | The Dales |
| **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**<br><br>• Name |
|---|---|
| **Why is it being processed?** | https://www.gov.uk/help/privacy-notice |
| **Who is data shared with?** | https://www.gov.uk/help/privacy-notice |

| System used: Dietary requirements information sheets | |
|---|---|
| **Owner** | The Dales |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Dietary information |
| **Why is it being processed?** | Health and safety - to avoid children coming into contact with specific foods |
| **Who is data shared with?** | n/a |

| System used: Eco School The Pod | |
|---|---|
| **Owner** | The Dales |
| **Description** | The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Class<br>• Groups<br><br>**Pupil** |

|  |  |
| --- | --- |
| | • Name<br>• School<br>• Year<br>• Class |
| **Why is it being processed?** | To provide access to a range of online materials for staff and pupils. |
| **Who is data shared with?** | Not shared |

| System used: Education City | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Email<br>• School<br><br>**Pupil**<br><br>• Name<br>• Gender<br>• Age<br>• Class |
| **Why is it being processed?** | To provide access for teachers and pupils to a range of online teaching and learning tools. |
| **Who is data shared with?** | Shared with school |

| System used: Eduspot | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Classes<br>• Email<br><br>**Pupils**<br><br>• Name<br>• Class<br>• age<br>• Performance Data<br>• SEND |

| | |
|---|---|
| | • Gender |
| **Why is it being processed?** | To provide the school with a range of tools for recording reporting and communication with parents/carers |
| **Who is data shared with?** | n/a |

| System used: EVOLVE visits | |
|---|---|
| **Owner** | The Dales |
| **Description** | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• e-mail address<br>• IP address<br>• Location data<br>• Qualifications<br><br>**Pupil**<br><br>• Name<br>• Date of Birth<br>• 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. |
| **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.' |

| System used: Google Classroom | |
|---|---|
| **Owner** | The Dales |
| **Description** | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Child**<br><br>• Name |
| **Why is it being processed?** | https://policies.google.com/privacy?hl=en-GB#infocollect |
| | |

| Who is data shared with? | https://policies.google.com/privacy?hl=en-GB#infocollect |
| --- | --- |

| System used: Google drive for education | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Classes / groups<br>• Gmail address<br><br>**Pupil**<br><br>• Name<br>• Classes / groups<br>• Gmail address<br><br>**Governor**<br><br>• Name<br>• Gmail address |
| **Why is it being processed?** | To provide Google drive for education to staff, pupils and governors. |
| **Who is data shared with?** | Staff and Pupils |

| System used: Google Meet | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| **Personal Data Items** | **teacher**<br><br>• Name<br>•<br>•<br><br>**child**<br><br>• Name |
| **Why is it being processed?** | https://policies.google.com/privacy?hl=en-GB |
| **Who is data shared with?** | https://policies.google.com/privacy?hl=en-GB |

| System used: Governance |
| --- |

| | |
|---|---|
| **Owner** | The Dales |
| **Description** | Details of all members of the Governing Body |
| **Personal Data Items** | **Name** <br><br> • Name <br> • Address <br> • Contact Details <br> • Photos <br> • Attendance at Meetings <br> • Pecuniary Interests |
| **Why is it being processed?** | Statutory Requirement |
| **Who is data shared with?** | Local Authority and the general public |

| System used: Health & Safety | |
|---|---|
| **Owner** | The Dales |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff** <br><br> • Name <br> • Contact details <br> • D.o.B <br> • Record of Accident/Incident <br><br> **Child** <br><br> • Name <br> • Contact details <br> • D.o.B <br> • Record of Accident/Incident <br><br> **Visitor** <br><br> • Name <br> • Contact details <br> • D.o.B <br> • Record of Accident/Incident |
| **Why is it being processed?** | To ensure Health and Safety Regulations are followed |
| **Who is data shared with?** | NCC, school staff and parents |

| System used: Interactive Resources | |
|---|---|
| **Owner** | The Dales |
| **Description** | Pupil / teacher online learning resources for Numeracy. |
| **Personal Data Items** | **Staff** |

|  | • Name |
|  | • Class / Year group |
|  | • School |
|  | **Pupil** |
|  | • Name |
|  | • Class / Year group |
|  | • School |
| **Why is it being processed?** | Necessary to provide access to learning resources through School360 |
| **Who is data shared with?** | N/A |

| System used: Inventry | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding |
| **Personal Data Items** | **Visitor** <br><br> • Name <br> • Company [if any] <br> • Photograph <br> • Vehicle Reg <br> • Times in & out <br> • Who visiting <br> • email <br><br> **Staff member** <br><br> • Name <br> • Times signed in & out <br><br> **Student** <br><br> • Name <br> • Form group <br> • Year group <br> • Times signed in & out |
| **Why is it being processed?** | School security- school has real time view of who is visiting. System makes a badge with photo which is useful for identifying visitors - safeguarding |
| **Who is data shared with?** | Only shared with systems when customer requests this |

| System used: Just2easy | |
| --- | --- |
| **Owner** | The Dales |

| Description | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
|---|---|
| Personal Data Items | **Child**<br><br>• Name<br>• Gender<br>• Class / Year group<br>• School<br><br>**Staff**<br><br>• Name<br>• Class / Year group<br>• School |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360 |
| Who is data shared with? | N/A |

| System used: Lightspeed Internet Filtering | |
|---|---|
| Owner | The Dales |
| Description | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items | **Staff**<br><br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School<br><br>**Pupil**<br><br>• Name<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School |
| Why is it being processed? | Statutory requirement to filter Internet services for school users |
| Who is data shared with? | School leadership, LSCB and police if serious incident occurs |

| System used: Local Authority moderation of work | |
|---|---|
| Owner | The Dales |
| Description | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross |

| | |
|---|---|
| | moderated to ensure consistency of assessment in schools across the County. |
| **Personal Data Items** | **School**<br><br>    • Name<br><br>**Staff**<br><br>    • Initials<br><br>**Pupil**<br><br>    • Initials<br>    • Gender<br>    • Unique pupil number (UPN) |
| **Why is it being processed?** | As part of the statutory? requires for assessment and moderation in schools |
| **Who is data shared with?** | Other NCC staff |

| System used: Looked After Children Records - Electronic | |
|---|---|
| **Owner** | The Dales |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil**<br><br>    • Name<br>    • Date of Birth<br>    • Address<br>    • Personal Education Plan<br>    • Health Needs<br>    • Social Care Needs<br>    • Educational Needs<br>    • Family Background<br><br>**Parents & Carers**<br><br>    • Name<br>    • Contact Details<br>    • Address<br>    •<br><br>**Staff**<br><br>    • Name<br>    • Position<br><br>**External Support**<br><br>    • Name<br>    • Organisation |

| | |
|---|---|
| | • Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving school |

| System used: Looked After Children Records - Paper | |
|---|---|
| **Owner** | The Dales |
| **Description** | Information relating to children who are Looked After |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br>•<br><br>**Parents & Carers**<br><br>• Name<br>• Contact Details<br>• Address<br>•<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving School |

| System used: Mathletics _ online numeracy activities | |
|---|---|
| **Owner** | The Dales |
| | |

| Description | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. |
|---|---|
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• School<br>• Year group<br>• Test results<br><br>**Staff**<br><br>• Name<br>• School |
| **Why is it being processed?** | To Provide secure individual access to the online learning materials |
| **Who is data shared with?** | School staff |

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

|  |  |
| --- | --- |
| | • Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To ensure access to education |
| **Who is data shared with?** | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

| System used: Medical Files - Paper | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• address<br>• Contact details |
| **Why is it being processed?** | To ensure access to education |
| **Who is data shared with?** | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |

| System used: Medical log | |
| --- | --- |
| **Owner** | The Dales |

| Description | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
|---|---|
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Inhaler / medication information (doseage)<br>• DOB<br>• Class<br>• Medical condition<br>• Signs and symptoms<br>• Treatment<br>• Parental consent<br>• Name of medication and dose<br>• Side effects<br>• Storage requirements<br>• Special equipment<br>• Testing needed<br>• Access to food drink<br>• Dietary requirement<br>• Staff support<br>• Contingency arrangements<br>• Family / emergency contacts<br>• Hazard<br>• Risk<br>• Control measures / risk evaluation |
| **Why is it being processed?** | Health and safety of child |
| **Who is data shared with?** | Staff, NCC and NHS professionals |

| System used: Microsoft Teams | |
|---|---|
| **Owner** | The Dales |
| **Description** | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background |
| **Personal Data Items** | **Teacher** |

|  | • Name |
| --- | --- |
|  | **Child** |
|  | • Name |
| **Why is it being processed?** | https://privacy.microsoft.com/en-us/privacystatement |
| **Who is data shared with?** | https://privacy.microsoft.com/en-us/privacystatement |

| System used: MS Office Suite | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Classes<br><br>**Pupil**<br><br>• Name<br><br>**Governor**<br><br>• Name |
| **Why is it being processed?** | To provide OneDrive for education to staff, pupils and governors. |
| **Who is data shared with?** | N/A |

| System used: National Online Safety.com | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• Email |
| **Why is it being processed?** | |
| **Who is data shared with?** | https://nationalonlinesafety.com/privacy-notice |

| System used: National Tutoring Programme (NTP) | |
| --- | --- |
| | |

| Owner | The Dales |
|---|---|
| Description | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. |
| Personal Data Items | **Child**<br><br>• Name<br>• SEN Status<br>• PP Funding Status<br>• Attainment Level<br>• Special Learning Needs<br>• Safeguarding Info/Risk Assessments |
| Why is it being processed? | To perform the services of the National Tutoring Programme |
| Who is data shared with? | https://nationaltutoring.org.uk/legal/privacy-notice/ |

| System used: Nereo (Matrix) | |
|---|---|
| Owner | The Dales |
| Description | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |
| Personal Data Items | **All Staff**<br><br>• Name<br>• Date of birth |
| Why is it being processed? | https://www.nereo.gov.uk/privacy-notice/ |
| Who is data shared with? | https://www.nereo.gov.uk/privacy-notice/ |

| System used: Northumberland School Readiness Passport | |
|---|---|
| Owner | The Dales |
| 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 | **Child**<br><br>• Name<br>• Gender<br>• Date of Birth |

| | |
|---|---|
| | • Unique Identifier<br>• PP Information<br>• Entitlement of hours<br>• Special Needs Information<br>• Development Progress<br>• |
| **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. |
| **Who is data shared with?** | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

| System used: Performance Management | |
|---|---|
| **Owner** | The Dales |
| **Description** | Staff appraisals |
| **Why is it being processed?** | To assist SLT in reviewing performance |
| **Who is data shared with?** | Staff member |

| System used: Personnel files | |
|---|---|
| **Owner** | The Dales |
| **Description** | Information relating to staff employment |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Address<br>• Telephone number<br>• e-mail address<br>• National Insurance Number<br>• Qualifications<br>• DOB<br>• Contract<br>• Payroll no.<br>• Employment history<br>• References<br>• Leave of absence<br>• DBS checked |
| **Why is it being processed?** | Necessary for employment |
| **Who is data shared with?** | NCC and/or HR provider and/or Payroll provider |

| System used: Photographs and videos of staff and pupils. |
|---|
| |

| Owner | The Dales |
|---|---|
| Description | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| Personal Data Items | **Staff**<br><br>- Name<br>- Photograph<br>- Video<br><br>**Pupil**<br><br>- Photograph (unnamed)<br>- Video (unnamed)<br><br>**Governor**<br><br>- Name<br>- Photograph |
| Why is it being processed? | To celebrate the life and work of the school. |
| Who is data shared with? | The public |

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

| Why is it being processed? | To capture the progress of children in swimming |
|---|---|
| Who is data shared with? | N/A |

| System used: Plickers | |
|---|---|
| Owner | The Dales |
| Description | Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction. |
| Personal Data Items | **teacher**<br><br>• Name<br>• email address<br>• date of birth<br><br>**Pupil**<br><br>• Name<br>• Class |
| Why is it being processed? | To provide pupils with online accounts |
| Who is data shared with? | School staff |

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|---|---|
| Owner | The Dales |
| Description | A website linked to the scheme Read Write Inc which includes a staff portal. |
| Personal Data Items | **Staff**<br><br>• Name<br>• Address<br>• Email<br>• Telephone Number<br>• Role |
| Why is it being processed? | https://www.ruthmiskin.com/en/privacy-policy/ |
| Who is data shared with? | https://www.ruthmiskin.com/en/privacy-policy/ |

| System used: Reading Planet | |
|---|---|
| Owner | The Dales |
| Description | Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. ?Use alone or alongside your reading books to improve specific |

skills, widen reading and inspire reading for pleasureStrengthen home-school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook

| Personal Data Items | **Parent** |
| | • Name |
| | **Teacher** |
| | • Name |
| | **Child** |
| | • Name |
| **Why is it being processed?** | https://www.hoddereducation.co.uk/privacynotice |
| **Who is data shared with?** | https://www.hoddereducation.co.uk/privacynotice |

| System used: RealSmart | |
|---|---|
| **Owner** | The Dales |
| **Description** | Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online! |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• MIS id<br>• Classes<br><br>**Pupil**<br><br>• Name<br>• UPN<br>• Classes<br>• Attendance<br>• Achievement and behaviour |
| **Why is it being processed?** | To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education. |
| **Who is data shared with?** | Staff & Pupils |

| System used: Recruitment information | |
|---|---|
| **Owner** | The Dales |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<br><br>• Name<br>• DOB<br>• Address<br>• Educational establishments attended<br>• Qualifications<br>• Disciplinary Records<br>• Appraisal Records<br>• Salary information |
| **Why is it being processed?** | As part of the recruitment process |
| **Who is data shared with?** | Governors/ shortlisting panel/ SIP/ HR |

| System used: Registers | |
|---|---|
| **Owner** | The Dales |
| **Description** | Daily register, after school club registers, lunch register |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Address<br>• Date of Birth<br>• Lunch Status<br>• Attendance |
| **Why is it being processed?** | To monitor children's attendance - legal obligation. |
| **Who is data shared with?** | School staff, after school club providers |

| System used: Safeguarding Records - Electronic | |
|---|---|
| **Owner** | The Dales |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs |

- Child Protection Plan/Actions

**Parent/Carers**

- Name
- Address
- Contact Details

**Staff**

- Name
- Position

**Social Care Worker**

- Name
- Address
- Contact Details

**External Support Workers**

- Name
- Organisation
- Position
- Address
- Contact Details

| | |
|---|---|
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

| System used: Safeguarding Records - Paper | |
|---|---|
| **Owner** | The Dales |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br><br>- Name<br>- Date of Birth<br>- Address<br>- Health Needs<br>- Social Care Status<br>- Educational Needs<br>- Child Protection Plan/Actions<br><br>**Parent/Carers**<br><br>- Name<br>- Address<br>- Contact Details<br><br>**Staff** |

- Name
- Position

**Social Care Worker**

- Name
- Address
- Contact Details

**External Support Workers**

- Name
- Organisation
- Position
- Address
- Contact Details

| | |
|---|---|
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

| System used: School meals identification | |
|---|---|
| **Owner** | The Dales |
| **Description** | Identification of pupils for meals |
| **Personal Data Items** | **Pupil**<br><br>- Name<br>- Photograph<br>- Dietary requirement |
| **Why is it being processed?** | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies. |
| **Who is data shared with?** | Not shared |

| System used: School360 | |
|---|---|
| **Owner** | The Dales |
| **Description** | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| **Personal Data Items** | **Pupil**<br><br>- Name<br>- School id<br>- Class/Group<br>- Year<br>- UPN (Unique Pupil Number)<br>- Gender<br>- Attendance (If School360 used for registration) |

|  |  |
|---|---|
|  | - Pupil concern reports<br>- EYFS reflections<br><br>**Staff**<br><br>- Name<br>- Staff Alternative e-mail address<br>- Teacher pupil notes |
| **Why is it being processed?** | To facilitate setting up and access to the County learning platform - School360 |
| **Who is data shared with?** | SIMs Wonde Frog Learning Just2easy Interactive Resources |

| System used: SEND electronic records | |
|---|---|
| **Owner** | The Dales |
| **Description** | Records relating to Special Educational Needs and Disability for individual pupils |
| **Personal Data Items** | **Pupils**<br><br>- Name<br>- Date of Birth<br>- Address<br>- Health Needs<br>- Social Care Status<br>- Educational Needs<br>- SEND History<br><br>**Parents / Carers**<br><br>- Name<br>- Address<br>- Contact details<br><br>**Staff**<br><br>- Name<br>- Position<br><br>**External Support Workers**<br><br>- Name<br>- Organisation<br>- Position<br>- Address<br>- Contact details |
| **Why is it being processed?** | To ensure appropriate levels of support for the student in relation SEND needs |
| **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

| System used: Send Paper Records | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Records relating to individual pupil's SEND history |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date Of Birth<br>• Address<br>• Medical Information<br>• Health & Social Care<br>• Specific Educational Needs<br>• Interventions In Place<br><br>**Parents**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support educational entitlement to meet statutory obligations |
| **Who is data shared with?** | Case workers, Parents, local Authority and Receiving Schools |

| System used: SIMS | |
| --- | --- |
| **Owner** | The Dales |
| **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**<br><br>• Name<br>• 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

| 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. |
|---|---|
| Who is data shared with? | Parents |

| System used: Social media sites e.g. Twitter, Facebook | |
|---|---|
| Owner | The Dales |
| Description | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| Personal Data Items | **Pupil**<br><br>• Photos (unnamed)<br>• Videos (unnamed)<br>• School name<br>• Classes |
| Why is it being processed? | Unnamed photos of pupils and their work are used on the site |
| Who is data shared with? | Information shared with parents |

| System used: Teachers2Parent | |
|---|---|
| Owner | The Dales |
| Description | Parent/Staff/Other Text Messaging System |
| Personal Data Items | **Staff**<br><br>• Name<br>• Telephone number<br><br>**Pupil**<br><br>• Name<br>• Registration group<br>• Year group<br><br>**Parent/Carer**<br><br>• Name<br>• Primary telephone number<br>• Secondary telephone number<br><br>**Taxi driver**<br><br>• Taxi drivers name<br>• Taxi drivers telephone number<br><br>**Taxi escort**<br><br>• taxi escort name |

| | |
|---|---|
| | • Taxi escort telephone number |
| **Why is it being processed?** | To provide access to Communication tool for contact between school and parent/carer/staff/other |
| **Who is data shared with?** | School staff |

| System used: The National College | |
|---|---|
| **Owner** | The Dales |
| **Description** | A provider of online training for staff & governors |
| **Personal Data Items** | **Staff member**<br><br>• Name<br>• Job Title<br>• Email<br>• Phone number<br><br>**Governor**<br><br>• Name<br>• Email<br>• Phone number |
| **Why is it being processed?** | In order to provide access to online training and for billing purposes |
| **Who is data shared with?** | Contractors to provide service |

| System used: Thrive | |
|---|---|
| **Owner** | The Dales |
| **Description** | Social and Emotional Screening Programme |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Class<br>• Year Group<br>• UPN<br>• Assessment information<br>• LAC<br><br>**Staff**<br><br>• Name<br>• Class |
| **Why is it being processed?** | Social & emotional development tracking |
| **Who is data shared with?** | School staff |

| System used: Twinkl | |
|---|---|
| **Owner** | The Dales |
| **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**<br><br>• Name<br><br>**child**<br><br>• Name |
| **Why is it being processed?** | https://www.twinkl.co.uk/legal |
| **Who is data shared with?** | https://www.twinkl.co.uk/legal |

| System used: Visitor book | |
|---|---|
| **Owner** | The Dales |
| **Description** | Log of all visitors into school / fire regulations |
| **Personal Data Items** | **Visitor**<br><br>• Name<br>• Date and time<br>• Car registration<br>• Purpose of visit<br>• Company<br>• |
| **Why is it being processed?** | Safeguarding, health and safety, fire regulations |
| **Who is data shared with?** | School staff, visitors |

| System used: Wonde | |
|---|---|
| **Owner** | The Dales |
| **Description** | Manages transfer of data from Sims MIS to School360. |
| **Personal Data Items** | **Staff**<br><br>• Name<br><br>**Pupil** |

|  | • Name |
|  | • School id |
|  | • Class/group |
|  | • Year |
|  | • UPN |
|  | • Gender |
|  | • Attendance |
| **Why is it being processed?** | To facilitate the exchange of data to allow the set up of school360 for a school. |
| **Who is data shared with?** | School360 users |

| System used: Zoom | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Parent**<br><br>• Name |
| **Why is it being processed?** | https://zoom.us/trust |
| **Who is data shared with?** | https://zoom.us/trust |

| System used: Advantex Internet Filtering | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Advantex Internet Filtering provides DfE compliant Internet Filtering Services for schools connected to it's system. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Machine Name<br>• I/P address<br>• URLs visited<br>• School<br><br>**Pupil**<br><br>• Name<br>• Machine Name<br>• I/P Address<br>• URLs visited |

| | • School |
|---|---|
| **Why is it being processed?** | Statutory requirement to filter Internet Services for school users |
| **Who is data shared with?** | School Leadership, LSCB and Police iof serious incident occurs, NCC |

| System used: Arts Award (Trinity College London) | |
|---|---|
| **Owner** | The Dales |
| **Description** | 'Arts Award', 'Discover', 'Explore' & 'Bronze Award' certification and moderation |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Gender<br>• DOB<br>• Ethnicity<br><br>**Staff**<br><br>• Name<br>• Email<br>• School<br>• Job Role |
| **Why is it being processed?** | To achieve their Arts Award, young people take on challenges in an art form, participate in arts activities, experience arts events, get inspired by artists and share their arts skills with others. Young people create a portfolio to keep a record of their creative journey. Along the way they are supported by an Arts Award adviser, acting as assessor, facilitator and mentor. |
| **Who is data shared with?** | N/A |

| System used: Boardmaker / Tobii Dynavox | |
|---|---|
| **Owner** | The Dales |
| **Description** | Boardmaker provides a multi-level approach to creating engaging print and interactive materials for your special education needs |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Email<br>• Occupation (optional)<br>• Location (optional) |
| **Why is it being processed?** | Public task |
| **Who is data shared with?** | Please refer to Boardmakers Privacy Policy https://goboardmaker.com/pages/privacy-policy |

| System used: Code.org | |
|---|---|
| **Owner** | The Dales |
| **Description** | Code.org® is a nonprofit dedicated to expanding access to computer science in schools and increasing participation by young women and students from other underrepresented groups. |
| **Personal Data Items** | **Pupil** <br><br>• Name<br>• Age<br>• Email<br>• Login time, IP address, and other technical data<br>• Gender (optional)<br><br>**Parent / Guardian**<br><br>• Email |
| **Why is it being processed?** | Please refer to https://code.org/privacy |
| **Who is data shared with?** | Please refer to https://code.org/privacy |

| System used: CPOMS StaffSafe | |
|---|---|
| **Owner** | The Dales |
| **Description** | Allows schools to capture compliance and record welfare information on all school personnel |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• DOB<br>• Gender<br>• Role<br>• Contact Details<br>• NI Number<br>• Qualifications<br>• DBS Information<br>• Right to work in the UK information<br>• Overseas Criminal Records Check information<br>• Teacher Reference Number |
| **Why is it being processed?** | Statutory Duty |
| **Who is data shared with?** | Local Authority, DfE, Ofsted |

| System used: Evidence for Learning | |
|---|---|
| **Owner** | The Dales |
| **Description** | Evidence for Learning supports an Inquiry-based approach to education and provision, that allows ALL stakeholders in a child, young person or |

adult's learning and development to quickly and easily gather photo and video evidence, linked to the individual's learning goals as well as any key skills frameworks. Observations can be annotated and tagged to reflect your school's basket of indicators in an instant. Evidence for Learning supports ANY assessment framework and ANY assessment model – including evidencing and tracking progress against individual learning intentions and targets related to Education Health & Care (EHC) Plans. What's more, teachers can easily amend and add to these goals over time in order to respond to a learners' ongoing needs and development.

| Personal Data Items | **Pupil**<br><br>• Name<br>• DOB<br>• Gender<br><br>**User**<br><br>• Name<br>• Email Address |
|---|---|
| **Why is it being processed?** | To track and evidence attainement. |
| **Who is data shared with?** | Colleagues, OfSTED, Parents/Carers |

| System used: iASEND | |
|---|---|
| **Owner** | The Dales |
| **Description** | Pupil Progress Tracking System |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• UPN<br><br>**Staff / User**<br><br>• Name<br>• Email |
| **Why is it being processed?** | Support pupil learning, monitor and report on pupil progress, provide a learning journal for parents/carers to access. |
| **Who is data shared with?** | - Our local authority Northumberland County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions - Government departments or agencies - Our regulator, Ofsted - Health authorities - Health and social welfare organisations - Professional advisers and consultants |

| System used: iASEND Evidence | |
|---|---|
| **Owner** | The Dales |

| Description | Application providing parents / carers with access to 'learning journals'. |
|---|---|
| **Personal Data Items** | **Pupil**<br><br>- Name<br>- UPN<br><br>**Staff / User**<br><br>- Name<br>- Email<br><br>**Parent / Carer**<br><br>- Name<br>- Email |
| **Why is it being processed?** | Support pupil learning, monitor and report on pupil progress, provide a learning journal for parents/carers to access. |
| **Who is data shared with?** | No one |

| System used: InVentry Sign In Solutions | |
|---|---|
| **Owner** | The Dales |
| **Description** | InVentry electronic sign in system for Staff, Pupils and Visitors |
| **Personal Data Items** | **Pupil**<br><br>- Name<br>- Class<br><br>**Visitor**<br><br>- Name<br>- Car Registration<br>- Photograph<br><br>**Contractor**<br><br>- Name<br>- Car Registration<br>- Company<br>- Photograph<br><br>**Staff**<br><br>- Name<br>- Car Registration |
| **Why is it being processed?** | |
| **Who is data shared with?** | The information is not shared |

| System used: Read Write Inc | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Read Write Inc. Phonics teaches children to read accurately and fluently with good comprehension. They learn to form each letter, spell correctly, and compose their ideas step-by-step. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Address<br>• Email<br>• Telephone number<br>• Role |
| **Why is it being processed?** | Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/ |
| **Who is data shared with?** | Please refer to Privacy policy https://www.ruthmiskin.com/en/privacy-policy/ |

| System used: Tinkercad | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | Tinkercad is a free, easy-to-use app for 3D design, electronics, and coding. It's used by teachers, kids, hobbyists, and designers to imagine, design, and make anything! |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Year Group |
| **Why is it being processed?** | Please refer to https://www.tinkercad.com/privacy |
| **Who is data shared with?** | Please refer to https://www.tinkercad.com/privacy |

| System used: Windows 2012 R2 Servers | |
| --- | --- |
| **Owner** | The Dales |
| **Description** | The Dales Shool Private Domain Network |
| **Personal Data Items** | **Staff**<br><br>• Usernames<br>• Passwords<br>• Device Names<br>• IP Addresses<br><br>**Pupil**<br><br>• Name |

| | |
|---|---|
| | - Usernames<br>- Passwords<br>- Device Names<br>- IP Addresses |
| **Why is it being processed?** | To provide electronic document storage to staff and pupils. |
| **Who is data shared with?** | N/A |