



**Cragside C of E Cont Primary School**  
**GDPR Privacy Notice Summary Report**

**Date: 20/02/2020**

Data Protection Officer: Vicki Evans

01670 714200

## 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 printed books and assessment tools.	
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
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes a complete scheme to teach the national curriculum for music. A vast library of songs, topics, instrument courses and creative apps. In-depth support for assessment, SEND and personalised teaching and learning.	
Child Protection Records - Electronic	Records relating to child protection issues for individual pupils	yes
Child Protection Records - Paper	Records relating to child protection issues for individual pupils	yes
Class Dojo	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.	
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 a 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 more. Using CPOMS, schools can ensure that students are safe.	yes

	and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
Dietary requirements information sheets	Required documents for specific chidren with severe allergies / intolerances and religious observations (food)	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.	
Examination Boards administration	Pearson/OCR/AQA	
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	
Interactive Resources	Pupil / teacher online learning resources for Numeracy.	
Lexia	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Live Kitchen	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis	
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, health care plans, risk assessments	yes
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
NFER	Assessment materials, reading test and pupil progress data	
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Personnel files	Information relating to staff employment	
Phonics play	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn	
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.	
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.	
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	yes

	links to 3rd party educational resource providers.	
Seesaw	Seesaw - Student driven digital portfolios and simple parent communication.	
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.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Target Tracker	Pupil assessment and tracking software?.	yes
Teachers2Parent	Parent/Staff/Other Text Messaging System	
Testbase	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.	yes
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Visitor book	Log of all visitors into school / fire regulations	
Languagenut	MFL resource for children to use	

System used: Accident book

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Log of accidents / minor injuries in school
<b>Personal Data Items</b>	<b>Pupil</b> <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>	Cragside C of E Cont Primary 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><li>•</li></ul>
<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



System used: Active Learn Pearsons - including Bug Club and Abacus Maths

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	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 printed books and assessment tools.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To provide online access to curriculum materials for staff and pupils
<b>Who is data shared with?</b>	Not shared

System used: Assessment Records

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Electronic and paper mark books
<b>Personal Data Items</b>	<p><b>Child</b></p> <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

System used: Attendance file

<b>Owner</b>	Cragside C of E Cont Primary 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

System used: Behaviour Files - Paper (in class)

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Information relating to the behaviours of particular 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>• 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

System used: Charanga

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	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
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• email address</li><li>• Mobile phone number</li><li>• Pupils groups</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• Assessment information</li></ul>
<b>Why is it being processed?</b>	To provide online access to teaching and learning materials.
<b>Who is data shared with?</b>	Shared with partner company Soundation AB

System used: Child Protection Records - Electronic

<b>Owner</b>	Cragside C of E Cont Primary 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> <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

System used: Child Protection Records - Paper

<b>Owner</b>	Cragside C of E Cont Primary 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> <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: Class Dojo

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• email</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• School address</li> <li>• Geo Location</li> <li>• Photos, Videos, Docs and audio</li> <li>• IP address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Password</li> <li>• Age</li> <li>• School</li> <li>• IP Address</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• Email address</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• Geo location</li> <li>• IP Address</li> </ul>
<b>Why is it being processed?</b>	To provide access to the online curriculum and classroom management? tools
<b>Who is data shared with?</b>	Shared within school

System used: Consent for educational visits

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Consent information for all educational visits including day trips and residential visits
<b>Personal Data Items</b>	<b>Pupil</b> <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>	Cragside C of E Cont Primary 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> <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> <b>Main contact</b> <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>	Cragside C of E Cont Primary School
<b>Description</b>	Spreadhseets (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: Dietary requirements information sheets

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <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

System used: Eschools Website Provider	
<b>Owner</b>	Cragside C of E Cont Primary 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> <p><b>Pupil</b></p> <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>	Cragside C of E Cont Primary 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>	<p><b>Staff</b></p> <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> <p><b>Pupil</b></p> <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: Examination Boards administration

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Pearson/OCR/AQA
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Unique Candidate identifier</li> <li>• Unique Learner Number</li> <li>• Legal Name</li> <li>• Coursework marks</li> <li>• Forecast grades</li> </ul>
<b>Why is it being processed?</b>	Exam entry and issuing of qualifications
<b>Who is data shared with?</b>	Edexcel

System used: Google drive for education

<b>Owner</b>	Cragside C of E Cont Primary 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>	Cragside C of E Cont Primary 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>	Cragside C of E Cont Primary 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: Interactive Resources

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Pupil / teacher online learning resources for Numeracy.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Class / Year group</li><li>• School</li></ul> <b>Pupil</b> <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>	Necessary to provide access to learning resources through School360
<b>Who is data shared with?</b>	N/A

System used: Lexia

**Owner**

Cragside C of E Cont Primary School

**Description**

Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.

**Personal Data Items**

**Staff**

- Name
- Job title
- School
- Address
- Telephone number
- e-mail address
- IP address
- Browser information
- 

**School**

- Name
- Payment details
- Usage data

**Pupil**

- Name
- Age
- Class
- Group

**Why is it being processed?**

To provide access for staff and pupils to a comprehensive range of teaching resources

**Who is data shared with?**

Staff

System used: Lightspeed Internet Filtering

<b>Owner</b>	Cragside C of E Cont Primary 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>	<b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Machine name</li><li>• I/P address</li><li>• URLs visited</li><li>• School</li></ul> <b>Pupil</b> <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: Live Kitchen

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Age</li></ul> <b>Parent</b> <ul style="list-style-type: none"><li>• Name</li><li>• email address</li><li>• Payment details if using direct debit</li></ul>
<b>Why is it being processed?</b>	To provide additional functionality and a better service to pupils and parents at lunchtime.
<b>Who is data shared with?</b>	School staff and NCC

System used: Local Authority moderation of work

<b>Owner</b>	Cragside C of E Cont Primary 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>	<b>School</b> <ul style="list-style-type: none"><li>• Name</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• Initials</li></ul> <b>Pupil</b> <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>	Cragside C of E Cont Primary 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> <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

System used: Looked After Children Records - Paper

<b>Owner</b>	Cragside C of E Cont Primary 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: Mathletics \_ online numeracy activities

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• Year group</li><li>• Test results</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li></ul>
<b>Why is it being processed?</b>	To Provide secure individual access to the online learning materials
<b>Who is data shared with?</b>	School staff

System used: Medical Files - Electronic

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



System used: My Maths	
<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
<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>• Gender</li> <li>• Year</li> <li>• Class</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
<b>Who is data shared with?</b>	Shared within school.

System used: NFER	
<b>Owner</b>	Cragside C of E Cont Primary 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: Parents Evening Booking System

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Online booking system for parents evenings and other school events.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes</li> <li>• Year</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 parents/carers with an online system for booking parents evening and other school events.
<b>Who is data shared with?</b>	Shared with individual? parents and appropriate staff.

System used: Personnel files

<b>Owner</b>	Cragside C of E Cont Primary 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: Phonics play	
<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn
<b>Personal Data Items</b>	<p><b>School</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> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To provide access to online learning resources for pupils and staff.
<b>Who is data shared with?</b>	Staff

System used: Photographs and videos of staff and pupils.	
<b>Owner</b>	Cragside C of E Cont Primary 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: Purple Mash

<b>Owner</b>	Cragside C of E Cont Primary 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>	<b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Year Group</li><li>• School</li><li>• Age</li></ul> <b>Staff</b> <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: Safeguarding Records - Electronic

<b>Owner</b>	Cragside C of E Cont Primary 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>	Cragside C of E Cont Primary 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: School360	
<b>Owner</b>	Cragside C of E Cont Primary 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> <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

System used: Seesaw	
<b>Owner</b>	Cragside C of E Cont Primary 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> <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: SIMS

**Owner**

Cragside C of E Cont Primary School

**Description**

SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.

**Personal Data Items**

**Pupil**

- Name
- Date of birth
- Address
- Title
- Gender
- Class
- Year
- Parent/carer name
- UPN
- Dietary Requirements
- Medical information
- Attendance/exclusion
- FSM
- SEN
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

**Parent/Carer**

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

**Staff**

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



	<ul style="list-style-type: none"> <li>• Disability &amp; Medical Information</li> <li>• Religion</li> <li>• Marital status</li> <li>• Language</li> <li>• Passport Information</li> <li>• Dietary requirements</li> <li>• Absences</li> <li>• Car information</li> <li>• Next of Kin</li> <li>• Payroll number</li> <li>• DBS Information</li> </ul>
<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>	Cragside C of E Cont Primary 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>	<b>Pupil</b> <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

System used: Tapestry

<b>Owner</b>	Cragside C of E Cont Primary 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: Target Tracker

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Pupil assessment and tracking software?.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Email address</li></ul> <b>Pupils</b> <ul style="list-style-type: none"><li>• Name</li><li>• Date of birth</li><li>• Age</li><li>• Classes</li><li>• Ethnicity</li><li>• SEN data</li><li>• Pupil premium eligibility</li><li>• Performance data</li><li>• Attendance data</li></ul>
<b>Why is it being processed?</b>	To help track progress and set targets for pupils.
<b>Who is data shared with?</b>	School Staff

System used: Teachers2Parent

<b>Owner</b>	Cragside C of E Cont Primary 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: Testbase

<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.
<b>Personal Data Items</b>	<b>School</b> <ul style="list-style-type: none"><li>• Name</li><li>• Contact Address</li><li>• Contact Email</li><li>• Contact Telephone Number</li><li>• Billing Address</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• UPN</li><li>• Admission number</li><li>• Gender</li><li>• Year Group</li><li>• Registration group</li><li>• Class name</li><li>• Teacher name</li><li>• Ethnicity</li><li>• Eligibility for free school meals</li><li>• Pupil premium indicator</li><li>• SEN Status</li><li>• In LEA care</li></ul>
<b>Why is it being processed?</b>	To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups.
<b>Who is data shared with?</b>	AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service.

System used: Thrive	
<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Social and Emotional Screening Programme
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	Social & emotional development tracking
<b>Who is data shared with?</b>	School staff

System used: Times Tables Rock Stars	
<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	Online times tables practice and testing.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• School name</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year group</li> <li>• Maths group</li> </ul>
<b>Why is it being processed?</b>	To provide access to online learning tool.
<b>Who is data shared with?</b>	Staff

System used: Visitor book	
<b>Owner</b>	Cragside C of E Cont Primary 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: Languagenut	
<b>Owner</b>	Cragside C of E Cont Primary School
<b>Description</b>	MFL resource for children to use
<b>Personal Data Items</b>	<b>child</b> <ul style="list-style-type: none"> <li>• Name, Class</li> </ul>
<b>Why is it being processed?</b>	Support MFL learning
<b>Who is data shared with?</b>	School staff, children and Languagenut.