



# **Northumberland Church of England Academy**

## **GDPR Privacy Notice Summary Report**

**Date: 22/01/2021**

Data Protection Officer: Ian Hampson

## 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
Accelerated Reader	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.	
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
CCTV	CCTV	
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
ClassCharts - Edukey	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CRB Cunninghams	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.	yes
Dietary requirements information sheets	Required documents for specific children with severe allergies / intolerances and religious observations (food)	yes
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Frog Learning	Online learning application linked to School360. Provides resources for a wide range of curricular areas.	
Futures Cloud	Internet / Network monitoring and reporting tool	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
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	
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.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
Micro Librarian	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data	yes
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
Parent mail	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
Pebble	Online platform to help schools fundraise.	
Personnel files	Information relating to staff employment	
PIRA - Rising stars	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.	yes
PIVATS	An online assessment and target setting tool	yes
PS Financials	Accounting, purchasing, budgeting and reporting	

	software.	
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.	
RealSmart	Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!	
Recruitment information	Part of the job application process	yes
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
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
SISRA	SISRA Analytics can assist schools with department reviews, target setting, analysis of current data, intervention and exam Results Day analysis.	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Thrive	Social and Emotional Screening Programme	yes
UCAS	University Applications	
Visitor book	Log of all visitors into school / fire regulations	
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Biostore		
Doddle		
iAsend	Online Pupil assessment Package	
Safeguard	Online staff training and student concern reporting system	

System used: Accelerated Reader	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.
<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 generate information on the reading abilities of pupils
<b>Who is data shared with?</b>	Not shared

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

System used: Accident Report Form

<b>Owner</b>	Northumberland Church of England Academy
<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: Assessment Records	
<b>Owner</b>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<b>Description</b>	Attendance information about pupils and classes
<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>• 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: CCTV

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	CCTV
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"><li>• Images</li></ul> <b>Child</b> <ul style="list-style-type: none"><li>• Images</li></ul> <b>Visitor</b> <ul style="list-style-type: none"><li>• Images</li></ul>
<b>Why is it being processed?</b>	Safeguarding
<b>Who is data shared with?</b>	Police in event of criminal investigations

System used: Child Protection Records - Electronic

<b>Owner</b>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<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: ClassCharts - Edukey

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Phone number</li> <li>• IP Address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Year</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	To provide access to the online tools in Classcharts
<b>Who is data shared with?</b>	Shared securely with staff in school

System used: Consent for educational visits

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

System used: CRB Cunninghams	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Registration group</li> <li>• Year</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Free school meal eligibility</li> <li>• Admission number</li> <li>• Photograph</li> <li>• Biometric data (if used by school).</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Address</li> </ul>
<b>Why is it being processed?</b>	To provide users with access to the cashless payment system for school meals.
<b>Who is data shared with?</b>	Not shared

System used: Dietary requirements information sheets	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Required documents for specific children 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: EVOLVE visits	
<b>Owner</b>	Northumberland Church of England Academy
<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: Frog Learning	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Online learning application linked to School360. Provides resources for a wide range of curricular areas.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> </ul>
<b>Why is it being processed?</b>	To allow secure individual access access to the online learning materials.
<b>Who is data shared with?</b>	Shared with school with Staff.

System used: Futures Cloud	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Internet / Network monitoring and reporting tool
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• I/P address</li> <li>• URL's visited</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• I / P address</li> <li>• URL's visited</li> </ul>
<b>Why is it being processed?</b>	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
<b>Who is data shared with?</b>	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

System used: GL-Assessment	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> <li>• Class</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide? access to a range of testing and diagnostic tools for teaching staff.
<b>Who is data shared with?</b>	Shared with school

System used: Google drive for education	
<b>Owner</b>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<b>Description</b>	Records pertaining to Health & Safety
<b>Personal Data Items</b>	<b>Staff</b> <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>Child</b> <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>Visitor</b> <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: Lexia

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Job title</li><li>• School</li><li>• Address</li><li>• Telephone number</li><li>• e-mail address</li><li>• IP address</li><li>• Browser information</li><li>•</li></ul> <b>School</b> <ul style="list-style-type: none"><li>• Name</li><li>• Payment details</li><li>• Usage data</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Age</li><li>• Class</li><li>• Group</li></ul>
<b>Why is it being processed?</b>	To provide access for staff and pupils to a comprehensive range of teaching resources
<b>Who is data shared with?</b>	Staff

System used: Lightspeed Internet Filtering

<b>Owner</b>	Northumberland Church of England Academy
<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: Looked After Children Records - Electronic

<b>Owner</b>	Northumberland Church of England Academy
<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: Medical Files - Electronic

<b>Owner</b>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<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: Micro Librarian

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



System used: My Maths

<b>Owner</b>	Northumberland Church of England Academy
<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>	<b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• Email</li></ul> <b>Pupil</b> <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: Nursery (Early Years) files

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

System used: Parent mail

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• School email address</li></ul> <p><b>Staff</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Title</li><li>• e-mail</li><li>• Gender</li><li>• Telephone number</li><li>• DOB</li><li>• School address</li></ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Year</li><li>• Parent/carer name</li><li>• Title</li><li>• Class</li><li>• Gender</li><li>• DOB</li><li>• Address</li><li>• DOB</li></ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Telephone number</li><li>• email address</li><li>• Title</li><li>• Gender</li><li>• Address</li></ul>
<b>Why is it being processed?</b>	To provide access to a range of communication and payment tools
<b>Who is data shared with?</b>	School staff

System used: Pebble	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Online platform to help schools fundraise.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> </ul>
<b>Why is it being processed?</b>	To provide an online platform to help schools manage fundraising and provide an easy system for parents to access fundraising.
<b>Who is data shared with?</b>	School staff

System used: Personnel files	
<b>Owner</b>	Northumberland Church of England Academy
<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: PIRA - Rising stars

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PIRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.
<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>• Name</li><li>• Job title</li><li>• email address</li><li>• Telephone number</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Age</li><li>• Date of birth</li><li>• Gender</li><li>• Ethnic origin</li><li>• First Language</li><li>• Unique pupil number</li><li>• Pupil premium information</li><li>• Assessment results</li></ul>
<b>Why is it being processed?</b>	To provide access to a range of Rising stars resources including PIRA for standardised reading tests.
<b>Who is data shared with?</b>	Staff

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

System used: PS Financials	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Accounting, purchasing, budgeting and reporting software.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• MIS ID</li> <li>• Email address</li> </ul> <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Purchase data</li> <li>• Accounting data</li> <li>• Sales data</li> <li>• Expense data</li> <li>• Payment data</li> <li>• VAT returns</li> </ul>
<b>Why is it being processed?</b>	To provide the school with an online financial management system.
<b>Who is data shared with?</b>	VAT returns shared with HMRC

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

System used: RealSmart	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	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!
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• MIS id</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• UPN</li> <li>• Classes</li> <li>• Attendance</li> <li>• Achievement and behaviour</li> </ul>
<b>Why is it being processed?</b>	To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education.
<b>Who is data shared with?</b>	Staff & Pupils

System used: Recruitment information

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



System used: Safeguarding Records - Electronic

<b>Owner</b>	Northumberland Church of England Academy
<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>	Northumberland Church of England Academy
<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: School meals identification

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Identification of pupils for meals
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Photograph</li><li>• Dietary requirement</li></ul>
<b>Why is it being processed?</b>	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
<b>Who is data shared with?</b>	Not shared

System used: SEND electronic records

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Records relating to Special Educational Needs and Disability for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• SEND History</li> </ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure appropriate levels of support for the student in relation SEND needs
<b>Who is data shared with?</b>	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Send Paper Records

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

System used: SIMS

<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Title</li> <li>• Gender</li> </ul>

- Class
- Year
- Parent/carer name
- UPN
- Dietary Requirements
- Medical information
- Attendance/exclusion
- FSM
- SEN
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

**Parent/Carer**

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

**Staff**

- Name
- Address
- Phone number
- email address
- Title
- Gender
- DOB
- NI Number
- Ethnicity
- Bank Account Information
- Qualifications
- Disability & Medical Information
- Religion
- Marital status
- Language
- Passport Information
- Dietary requirements
- Absences
- Car information
- Next of Kin
- Payroll number
- DBS Information

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

System used: SISRA	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	SISRA Analytics can assist schools with department reviews, target setting, analysis of current data, intervention and exam Results Day analysis.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School name</li> <li>• School address</li> <li>• Email address</li> <li>• Telephone number</li> <li>• IP address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Performance data</li> <li>• Year</li> <li>• Classes</li> </ul>
<b>Why is it being processed?</b>	To provide the school with a range of analytical tools.
<b>Who is data shared with?</b>	Shared internally External third parties see attachment.

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

System used: Thrive	
<b>Owner</b>	Northumberland Church of England Academy
<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: UCAS	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	University Applications
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Predicted Grades</li> <li>• References</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul>
<b>Why is it being processed?</b>	To enable students to apply for university
<b>Who is data shared with?</b>	N/A



System used: Visitor book	
<b>Owner</b>	Northumberland Church of England Academy
<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: Wonde	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Manages transfer of data from Sims MIS to School360.
<b>Personal Data Items</b>	<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>• School id</li> <li>• Class/group</li> <li>• Year</li> <li>• UPN</li> <li>• Gender</li> <li>• Attendance</li> </ul>
<b>Why is it being processed?</b>	To facilitate the exchange of data to allow the set up of school360 for a school.
<b>Who is data shared with?</b>	School360 users

System used: Biostore	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Doodle	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: iAsend	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Online Pupil assessment Package
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Class</li> <li>• Performance Data</li> <li>• Gender</li> </ul>
<b>Why is it being processed?</b>	To provide access to a range of online tracking and reporting tools.
<b>Who is data shared with?</b>	N/A

System used: Safeguard	
<b>Owner</b>	Northumberland Church of England Academy
<b>Description</b>	Online staff training and student concern reporting system
<b>Personal Data Items</b>	<p><b>student staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	