

Northumberland Church of England Academy

GDPR Privacy Notice Summary Report

Date: 04/11/2025

Data Protection Officer:

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

	catering, and online payment system.	
Dietary requirements information sheets	Required documents for specific chidlren 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 Classroom	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Governance	Details of all members of the Governing Body	
Health & Safety	Records pertaining to Health & Safety	
Hegarty Maths	Online Maths education resource	
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
Loom	Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live.	
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, heath care plans, risk	yes

	assessments	
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 (Wordblaze)	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.	yes
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.	
Quizziz	Learn anytime and anywhere Set a deadline so your students can learn on their own time or create an evergreen link. Share via messaging tools, email, or your LMS. Participants join from any device. Retakes, flashcards and other tools enable independent study and promote mastery	
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
Trectalinent information		

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.	
Skype	Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images	
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.	
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
Word Wall	The easy way to create your own teaching resources. Make custom activities for your classroom. Quizzes, match ups, word games, and much more	
Biostore		
Doddle		
iAsend	Online Pupil assessment Package	
Padlet	Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files	
Safeguard	Online staff training and student concern reporting system	

System used: Accelerated Reader	
Owner	Northumberland Church of England Academy
Description	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.
Personal Data Items	Pupil Name Class Staff Name
Why is it being processed?	To generate information on the reading abilities of pupils
Who is data shared with?	Not shared

System used: Accident book	
Owner	Northumberland Church of England Academy
Description	Log of accidents / minor injuries in school
Personal Data Items	Pupil Name class Injury first aid
Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

System used: Accident Report Form	
Owner	Northumberland Church of England Academy
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	Pupil Name DOB Gender Address Telephone number Date and time of accident nature of injury Place of accident

	 First aid Circumstances Action taken Witness information
	 Name Occupation DOB Gender Address Telephone number Date and time of injury nature of injury place of accident First aid Circumstances Action taken Witness information
Why is it being processed?	Statutory obligations to comply with Health and Safety regulations.
Who is data shared with?	NCC / parents

System used: Assessment Records	
Owner	Northumberland Church of England Academy
Description	Electronic and paper mark books
Personal Data Items	 Name Gender Disadvantaged cohort SEND Code Key Stage 2 Assessment data Internal Assessment Data
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents

System used: Attendance file	
Owner	Northumberland Church of England Academy
Description	Attendance information about pupils and classes
Personal Data Items	Pupil
	Name

	 DOB Class Gender UPN Address Telephone number Parental contact Ethnic origin Current attendance Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

System used: BBC Bitesize	
Owner	Northumberland Church of England Academy
Description	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams
Personal Data Items	teacher Name email address child Name Age Year group
Why is it being processed?	https://www.bbc.co.uk/usingthebbc/privacy/
Who is data shared with?	https://www.bbc.co.uk/usingthebbc/privacy/

System used: CCTV	
Owner	Northumberland Church of England Academy
Description	CCTV
Personal Data Items	Staff
	• Images

	Child
	• Images
	Visitor
	• Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: Child Protection Recor	System used: Child Protection Records - Electronic	
Owner	Northumberland Church of England Academy	
Description	Records relating to child protection issues for individual pupils	
Personal Data Items	Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions Parents	
	 Name Address Contact Details Staff Name 	
	 Position Social Care Worker Name Address Contact Details 	
	 Name Organisation Position Address Contact Details 	
Why is it being processed?	Statutory obligations and to support educational entitlement	

Who is data shared with?	Social Workers, Parent/Carers as appropriate, some information shared
	with key workers, health care professionals and Police, receiving school

System used: Child Protection Records - Paper	
Owner	Northumberland Church of England Academy
Description	Records relating to child protection issues for individual pupils
Personal Data Items	Pupils Name Date of Birth Address Health Needs Social Care Status Educational needs Child Protection Plan/Actions Parents/Carers Name Address
	Contact Details Staff Name Position Social Care Worker A Name
	 Name Address Contact Details External Support Workers Name Organisation Position
Why is it being processed?	Address Contact Details Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Class Dojo	
Owner	Northumberland Church of England Academy

Description	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
Personal Data Items	Name Phone number email Password Device id Gender School School address Geo Location Photos, Videos, Docs and audio IP address Pupil Name Password Age School IP Address Parent/carer
	 Name Phone number Email address Password Device id Gender School Geo location IP Address
Why is it being processed?	To provide access to the online curriculum and classroom management? tools
Who is data shared with?	Shared within school

System used: ClassCharts - Edukey	
Owner	Northumberland Church of England Academy
Description	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.
Personal Data Items	• Name • Email address

	Phone numberIP Address
	Pupil
	NamePhotographYearClass
Why is it being processed?	To provide access to the online tools in Classcharts
Who is data shared with?	Shared securely with staff in school

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

System used: CRB Cunninghams	
Owner	Northumberland Church of England Academy
Description	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.
Personal Data Items	 Name Registration group Year Date of birth Gender Free school meal eligibility Admission number Photograph Biometric data (if used by school).

	NameSchoolAddress
Why is it being processed?	To provide users with access to the cashless payment system for school meals.
Who is data shared with?	Not shared

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

System used: EVOLVE visits	
Owner	Northumberland Church of England Academy
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	Name e-mail address IP address Location data Qualifications Pupil Name Date of Birth UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including

C	calendars.'
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System used: Frog Learning	
Owner	Northumberland Church of England Academy
Description	Online learning application linked to School360. Provides resources for a wide range of curricular areas.
Personal Data Items	 • Name • Class / Year group Teacher • Name • Class / Year group
Why is it being processed?	To allow secure individual access access to the online learning materials.
Who is data shared with?	Shared with school with Staff.

System used: Futures Cloud	
Owner	Northumberland Church of England Academy
Description	Internet / Network monitoring and reporting tool
Personal Data Items	Pupil Name I/P address URL's visited Teacher Name URL's visited URL's visited
Why is it being processed?	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
Who is data shared with?	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

System used: GL-Assessment	
Owner	Northumberland Church of England Academy
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests

Personal Data Items	Staff Name School Email Class Pupil Name Age Gender Class Year Performance data
Why is it being processed?	To provide? access to a range of testing and diagnostic tools for teaching staff.
Who is data shared with?	Shared with school

System used: Google Classroom	
Owner	Northumberland Church of England Academy
Description	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.
Personal Data Items	Teacher • Name Child • Name
Why is it being processed?	https://policies.google.com/privacy?hl=en-GB#infocollect
Who is data shared with?	https://policies.google.com/privacy?hl=en-GB#infocollect

System used: Google drive for education	
Owner	Northumberland Church of England Academy
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	• Name • Classes / groups • Gmail address

	NameClasses / groupsGmail address Governor
	Name Gmail address
Why is it being processed?	To provide Google drive for education to staff, pupils and governors.
Who is data shared with?	Staff and Pupils

System used: Governance	
Owner	Northumberland Church of England Academy
Description	Details of all members of the Governing Body
Personal Data Items	Name Name Address Contact Details Photos Attendance at Meetings Pecuniary Interests
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority and the general public

System used: Health & Safety	
Owner	Northumberland Church of England Academy
Description	Records pertaining to Health & Safety
Personal Data Items	Name Contact details D.o.B Record of Accident/Incident Child Name Contact details D.o.B Record of Accident/Incident Visitor Name

	 Contact details D.o.B Record of Accident/Incident
Why is it being processed?	To ensure Health and Safety Regulations are followed
Who is data shared with?	NCC, school staff and parents

System used: Hegarty Maths	
Owner	Northumberland Church of England Academy
Description	Online Maths education resource
Personal Data Items	Pupil Name Date of Birth Gender UPN Class School Answers and results history [learning data] Teacher Name Email address Job title Phone number
Why is it being processed?	To allow learning through the Hegarty online education system and to improve this system through analysis of pupil performance data
Who is data shared with?	HegartyMaths staff; ? Support companies used by HegartyMaths and ? other third parties, if required by law

System used: Lexia	
Owner	Northumberland Church of England Academy
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 addressBrowser information
	School
	NamePayment detailsUsage data
	Pupil
	NameAgeClassGroup
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	
Owner	Northumberland Church of England Academy
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	Name Machine name I/P address URLs visited School Pupil Name Machine name Machine name U/P address URLs visited School
Why is it being processed?	Statutory requirement to filter Internet services for school users
Who is data shared with?	School leadership, LSCB and police if serious incident occurs

System used: Looked After Children Records - Electronic	
Owner	Northumberland Church of England Academy

Description	Information relating to children who are in Looked After Care
Personal Data Items	Pupil Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background Parents & Carers Name Contact Details Address Name Position External Support Name Organisation Position Address Contact Details Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school

System used: Loom	
Owner	Northumberland Church of England Academy
Description	Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live.
Personal Data Items	Teacher • Name Child • Name
Why is it being processed?	https://www.loom.com/privacy-policy
Who is data shared with?	https://www.loom.com/privacy-policy

System used: Medical Files - Electro	System used: Medical Files - Electronic	
Owner	Northumberland Church of England Academy	
Description	Information in respect of specific medical needs of an individual student	
Personal Data Items	Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Medical History Medication Details Parents/Carers Name Address Contact Details Staff Name Position External Support Workers Name Organisation Position Address Contact Details	
Why is it being processed?	To ensure access to education	
Who is data shared with?	Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)	

System used: Medical Files - Paper	
Owner	Northumberland Church of England Academy
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	 Pupils Name Date of Birth Address Health Needs Social Care Status

	 Educational Needs Medical History Medication Details Parents/Carers
	NameAddressContact Details
	Staff
	NamePosition
	External Support Workers
	NameOrganisationPositionaddressContact details
Why is it being processed?	To ensure access to education
Who is data shared with?	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

System used: Medical log	
Owner	Northumberland Church of England Academy
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	Name Inhaler / medication information (doseage) DOB Class Medical condition Signs and symptoms Treatment Parental consent Name of medication and dose Side effects Storage requirements Special equipment Testing needed Access to food drink Dietary requirement Staff support Contingency arrangements Family / emergency contacts

	HazardRiskControl measures / risk evaluation
Why is it being processed?	Health and safety of child
Who is data shared with?	Staff, NCC and NHS professionals

System used: Micro Librarian	
Owner	Northumberland Church of England Academy
Description	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data
Personal Data Items	Staff Name School email Biometric data (if used) Pupil Name Age Year Biometric data (if used) Parent Name email
Why is it being processed?	To provide online access to a range of library and literacy tools.
Who is data shared with?	N/A

System used: My Maths	
Owner	Northumberland Church of England Academy
Description	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
Personal Data Items	Staff • Name • School • Email Pupil

	 Name Age Gender Year Class Performance data
Why is it being processed?	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
Who is data shared with?	Shared within school.

System used: Nursery (Early Years) files	
Owner	Northumberland Church of England Academy
Description	Early years registration information and funding information for Early Years entitlement, hours taken each week
Personal Data Items	Pupil Name DOB Gender Address Documents seen / recorded Parents Nat. Insurance Number Eligibility code Religion Email address Telephone number Parent work details Emergency contact details Former placements Medical information Ethnic origin SEN information EAL Armed forces Meal arrangements Parental consent: medicine, photos, website, school publications, press, local excursions Start dates Desired sessions
Why is it being processed?	To ensure registration of chidlren into school and that children receive their entitlements
Who is data shared with?	School staff, NCC, outside agencies as required

System used: Parent mail	
Owner	Northumberland Church of England Academy

Description	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
Personal Data Items	School Name School email address Staff Name Class Title e-mail Gender Telephone number DOB School address
	Pupil Name Year Parent/carer name Title Class Gender DOB Address DOB
	Parent/carer Name Telephone number email address Title Gender Address
Why is it being processed?	To provide access to a range of communication and payment tools
Who is data shared with?	School staff

System used: Pebble	
Owner	Northumberland Church of England Academy
Description	Online platform to help schools fundraise.
Personal Data Items	Staff
	NameAddress

	Email
	Parent
	NameAddressEmail
Why is it being processed?	To provide an online platform to help schools manage fundraising and provide an easy system for parents to access fundraising.
Who is data shared with?	School staff

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

System used: PIRA - Rising stars (Wordblaze)	
Owner	Northumberland Church of England Academy
Description	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.
Personal Data Items	• Name Staff

	 Name Job title email address Telephone number Pupil Name Age
	 Age Date of birth Gender Ethnic origin First Language Unique pupil number Pupil premium information Assessment results
Why is it being processed?	To provide access to a range of Rising stars resources including PIRA for standardised reading tests.
Who is data shared with?	Staff

System used: PIVATS	
Owner	Northumberland Church of England Academy
Description	An online assessment and target setting tool
Personal Data Items	Pupil Name DOB Year Group UPN Assessment information LAC FSM Gender Primary Need Staff Name e-mail
Why is it being processed?	Attainment tracking
Who is data shared with?	Local Authority, NHS Services (CYPS)

System used: PS Financials	
Owner	Northumberland Church of England Academy
Description	Accounting, purchasing, budgeting and reporting software.

Personal Data Items	Name School MIS ID Email address School Name
	 Purchase data Accounting data Sales data Expense data Payment data VAT returns
Why is it being processed?	To provide the school with an online financial management system.
Who is data shared with?	VAT returns shared with HMRC

System used: Purple Mash	
Owner	Northumberland Church of England Academy
Description	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.
Personal Data Items	Pupil Name Year Group School Age Staff Name School
Why is it being processed?	To provide online access to a range of Edtech software.
Who is data shared with?	School staff

System used: Quizziz	
Owner	Northumberland Church of England Academy
Description	Learn anytime and anywhere Set a deadline so your students can learn on their own time or create an evergreen link. Share via messaging tools, email, or your LMS. Participants join from any device. Retakes, flashcards and other tools enable independent study and promote mastery
Personal Data Items	Teacher

	Name
	Child
	Name
Why is it being processed?	https://quizizz.com/privacy
Who is data shared with?	https://quizizz.com/privacy

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

System used: Recruitment information	
Owner	Northumberland Church of England Academy
Description	Part of the job application process
Personal Data Items	 Name DOB Address Educational establishments attended Qualifications Disciplinary Records Appraisal Records Salary information

Why is it being processed?	As part of the recruitment process
Who is data shared with?	Governors/ shortlisting panel/ SIP/ HR

System used: Safeguarding Records - Electronic	
Owner	Northumberland Church of England Academy
Description	Records relating to safeguarding of children
Personal Data Items	Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions Parent/Carers Name Address Contact Details Staff Name Position Social Care Worker Name Address Contact Details External Support Workers Name Organisation Position Address Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: Safeguarding Records - Paper	
Owner	Northumberland Church of England Academy

Description	Records relating to safeguarding of children
Personal Data Items	Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions Parent/Carers Name Address Contact Details Staff Name Position Social Care Worker Name Address Contact Details External Support Workers Name Organisation Position Address Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: School meals identification	
Owner	Northumberland Church of England Academy
Description	Identification of pupils for meals
Personal Data Items	Pupil Name Photograph Dietary requirement
Why is it being processed?	To ensure the pupils receive appropriate dietary requirements, particularly

	those with food allergies.
Who is data shared with?	Not shared

System used: SEND electronic records	
Owner	Northumberland Church of England Academy
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	Pupils Name Date of Birth Address Health Needs Social Care Status Educational Needs SEND History Parents / Carers Name Address Contact details Staff Name Position External Support Workers Name Organisation Position Address Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Send Paper Records	
Owner	Northumberland Church of England Academy
Description	Records relating to individual pupil's SEND history
Personal Data Items	Pupil

	 Name Date Of Birth Address Medical Information Health & Social Care Specific Educational Needs Interventions In Place Parents Name Address Contact Details Staff Name Position External Support Name Organisation Position
	Address Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: SIMS	
Owner	Northumberland Church of England Academy
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	Pupil Name Date of birth Address Title Gender Class Year Parent/carer name UPN Dietary Requirements Medical information Attendance/exclusion FSM

	 SEN Assessment information Child Protection Plan School history Looked After Information Parent/Carer Name Address Phone number email address Gender Title DOB Parental responsibility Language Occupation Staff
	Name Address Phone number email address Title Gender DOB NI Number Ethnicity Bank Account Information Qualifications Disability & Medical Information Religion Marital status Language Passport Information Dietary requirements Absences Car information Next of Kin Payroll number DBS Information
Why is it being processed?	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
Who is data shared with?	Parents

System used: SISRA	
Owner	Northumberland Church of England Academy
Description	SISRA Analytics can assist schools with department reviews, target setting, analysis of current data, intervention and exam Results Day

	analysis.
Personal Data Items	Staff Name School name School address Email address Telephone number IP address Pupil Name School Performance data Year Classes
Why is it being processed?	To provide the school with a range of analytical tools.
Who is data shared with?	Shared internally External third parties see attachment.

System used: Skype	
Owner	Northumberland Church of England Academy
Description	Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images
Personal Data Items	Teacher • Name Child • Name
Why is it being processed?	https://privacy.microsoft.com/en-us
Who is data shared with?	https://privacy.microsoft.com/en-us

System used: Social media sites e.g. Twitter, Facebook	
Owner	Northumberland Church of England Academy
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	Pupil
	Photos (unnamed)

	Videos (unnamed)School nameClasses
Why is it being processed?	Unnamed photos of pupils and their work are used on the site
Who is data shared with?	Information shared with parents

System used: Tapestry	
Owner	Northumberland Church of England Academy
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	School Name Address Email address and name of person who pays for service in school Pupil Name Date of birth Notes on progress Photographs Videos Address Parent Name email address Staff Name Email address
Why is it being processed?	To provide access to an online early years journal which records pupil activity and progress throughout the year.
Who is data shared with?	The child's? new school if it uses Tapestry.

System used: Thrive	
Owner	Northumberland Church of England Academy
Description	Social and Emotional Screening Programme
Personal Data Items	Pupil

	 Class Year Group UPN Assessment information LAC Staff Name Class
Why is it being processed?	Social & emotional development tracking
Who is data shared with?	School staff

System used: UCAS	
Owner	Northumberland Church of England Academy
Description	University Applications
Personal Data Items	 Name Predicted Grades References Teacher Name email address
Why is it being processed?	To enable students to apply for university
Who is data shared with?	N/A

System used: Visitor book	
Owner	Northumberland Church of England Academy
Description	Log of all visitors into school / fire regulations
Personal Data Items	 Name Date and time Car registration Purpose of visit Company
Why is it being processed?	Safeguarding, health and safety, fire regulations
Who is data shared with?	School staff, visitors

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

System used: Word Wall	
Owner	Northumberland Church of England Academy
Description	The easy way to create your own teaching resources. Make custom activities for your classroom. Quizzes, match ups, word games, and much more
Personal Data Items	Teacher • Name
Why is it being processed?	https://wordwall.net/account/privacy
Who is data shared with?	https://wordwall.net/account/privacy

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

System used: Doddle	
Owner	Northumberland Church of England Academy

Description	
Why is it being processed?	
Who is data shared with?	

System used: iAsend	
Owner	Northumberland Church of England Academy
Description	Online Pupil assessment Package
Personal Data Items	Staff Name Email School Pupil Name Age Year Class Performance Data Gender
Why is it being processed?	To provide access to a range of online tracking and reporting tools.
Who is data shared with?	N/A

System used: Padlet	
Owner	Northumberland Church of England Academy
Description	Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files
Personal Data Items	Pupil Name Teacher
Why is it being processed?	To facilitate learning
Who is data shared with?	Business providers e.g.billing

System used: Safeguard	
Owner	Northumberland Church of England Academy
Description	Online staff training and student concern reporting system

Personal Data Items	student staff
	Name
Why is it being processed?	
Who is data shared with?	