



Prudhoe Castle First School

GDPR Privacy Notice Summary Report

Date: 03/07/2022

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Introduction

Under the General Data Protection Regulations (GDPR), individuals have a right to be informed about how the school uses any personal data that we hold about them. This report provides information on the kinds of personal data we hold as a school and why and how we might use it.

Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names, addresses and age, information that we need in order to comply with our statutory role in educating pupils.

Most of this data is essential and does not require your consent to use it. Some personal data is not essential and for that, depending on age, we require the consent of either the pupil or parent. An example of the kind of data that needs consent would be using pupil photographs on the school website.

In this GDPR Privacy Notice summary report, you will find a complete list of all the systems the school uses which hold personal data. The report also contains additional information such as what personal data items are held, the legal basis for doing this, along with a description of the system, why the school processes the data and who it is shared with.

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

Systems included in this report

| System Name | Description | Special Category |
|---|--|------------------|
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| 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 | |
| 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 | |
| Code for Life | Code for Life aims to teach children the basic principles of coding, to help them flourish in an increasingly digital world. | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| 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 children with severe allergies / intolerances and religious observations (food) | yes |
| Education City | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment. | |

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| Eschools Website Provider | On-line school website building tool | |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Futures Cloud | Internet / Network monitoring and reporting tool | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Governance | Details of all members of the Governing Body | |
| Health & Safety | Records pertaining to Health & Safety | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| 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 log | File of medical information for each child: asthma, medication administered, health care plans, risk assessments | yes |
| Nursery (Early Years) files | Early years registration information and funding information for Early Years entitlement, hours taken each week | yes |
| Oak Academy | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. | |
| Oxford Owls | Oxford Owl for School Teaching resources and expert school improvement support Remote learning | |

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| | guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds | |
| 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. | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Schoolcomms | Communication app for parents | |
| Seesaw | Seesaw - Student driven digital portfolios and simple parent communication. | |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, 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. | |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
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| Admission data | Data collected by the school admission form (paper or online) | yes |
| Head Teacher's Report | Termly report provided by the head-teacher on matters relating to the running of the school | |

| System used: Accident book | |
|-----------------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Log of accidents / minor injuries in school |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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 | Prudhoe Castle First School |
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • <p>Staff member</p> <ul style="list-style-type: none"> • 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 |

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

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| System used: Assessment Records | |
| Owner | Prudhoe Castle First School |
| Description | Electronic and paper mark books |
| Personal Data Items | Child <ul style="list-style-type: none"> • 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 |

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| System used: Attendance file | |
| Owner | Prudhoe Castle First School |
| Description | Attendance information about pupils and classes |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • 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 |

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| System used: BBC Bitesize | |
| Owner | Prudhoe Castle First School |
| Description | BBC Bitesize is a free online study support resource designed to help with |

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| | 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 | <p>teacher</p> <ul style="list-style-type: none"> • Name • email address <p>child</p> <ul style="list-style-type: none"> • 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/ |

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| System used: CCTV | |
| Owner | Prudhoe Castle First School |
| Description | CCTV |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Images <p>Child</p> <ul style="list-style-type: none"> • Images <p>Visitor</p> <ul style="list-style-type: none"> • Images |
| Why is it being processed? | Safeguarding |
| Who is data shared with? | Police in event of criminal investigations |

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| System used: Charanga | |
| Owner | Prudhoe Castle First School |
| Description | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, |

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| | instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • email address • Mobile phone number • Pupils groups <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Assessment information |
| Why is it being processed? | To provide online access to teaching and learning materials. |
| Who is data shared with? | Shared with partner company Soundation AB |

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| System used: Code for Life | |
| Owner | Prudhoe Castle First School |
| Description | Code for Life aims to teach children the basic principles of coding, to help them flourish in an increasingly digital world. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • email address • School name <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class |
| Why is it being processed? | To provide staff and pupils with access to the online teaching resources. |
| Who is data shared with? | Shared within school |

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| System used: Consent for educational visits | |
| Owner | Prudhoe Castle First School |
| Description | Consent information for all educational visits including day trips and residential visits |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Health conditions |

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

| System used: Dietary requirements information sheets | |
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| Owner | Prudhoe Castle First School |
| Description | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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: Education City | |
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| Owner | Prudhoe Castle First School |

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| Description | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Gender • Age • Class |
| Why is it being processed? | To provide access for teachers and pupils to a range of online teaching and learning tools. |
| Who is data shared with? | Shared with school |

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| System used: Eschools Website Provider | |
| Owner | Prudhoe Castle First School |
| Description | On-line school website building tool |
| Personal Data Items | <p>School Information</p> <ul style="list-style-type: none"> • Name • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters <p>Pupil</p> <ul style="list-style-type: none"> • Photographs • • |
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| Who is data shared with? | The general public eschools is a public facing website |

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| System used: EVOLVE visits | |
| Owner | Prudhoe Castle First School |
| Description | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |

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| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications <p>Pupil</p> <ul style="list-style-type: none"> • 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 calendars.' |

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

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| System used: Google Classroom | |
| Owner | Prudhoe Castle First School |
| 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. |

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| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • 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 | Prudhoe Castle First School |
| Description | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address Pupil <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address Governor <ul style="list-style-type: none"> • 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 | Prudhoe Castle First School |
| Description | Details of all members of the Governing Body |
| Personal Data Items | Name <ul style="list-style-type: none"> • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests |

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| Why is it being processed? | Statutory Requirement |
| Who is data shared with? | Local Authority and the general public |

| System used: Health & Safety | |
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| Owner | Prudhoe Castle First School |
| Description | Records pertaining to Health & Safety |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Visitor</p> <ul style="list-style-type: none"> • 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: Lightspeed Internet Filtering | |
|--|--|
| Owner | Prudhoe Castle First School |
| Description | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name |

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Machine name • I/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: Local Authority moderation of work | |
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| Owner | Prudhoe Castle First School |
| Description | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |
| Personal Data Items | <p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Initials <p>Pupil</p> <ul style="list-style-type: none"> • Initials • Gender • Unique pupil number (UPN) |
| Why is it being processed? | As part of the statutory? requires for assessment and moderation in schools |
| Who is data shared with? | Other NCC staff |

| System used: Mathletics _ online numeracy activities | |
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| Owner | Prudhoe Castle First School |
| Description | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Year group • Test results |

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| | Staff <ul style="list-style-type: none"> • Name • School |
| Why is it being processed? | To Provide secure individual access to the online learning materials |
| Who is data shared with? | School staff |

| System used: Medical log | |
|-----------------------------------|--|
| Owner | Prudhoe Castle First School |
| Description | File of medical information for each child: asthma, medication administered, health care plans, risk assessments |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • 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 • Hazard • Risk • Control measures / risk evaluation |
| Why is it being processed? | Health and safety of child |
| Who is data shared with? | Staff, NCC and NHS professionals |

| System used: Nursery (Early Years) files | |
|--|---|
| Owner | Prudhoe Castle First School |
| Description | Early years registration information and funding information for Early Years entitlement, hours taken each week |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • DOB |

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| | <ul style="list-style-type: none"> • 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 children into school and that children receive their entitlements |
| Who is data shared with? | School staff, NCC, outside agencies as required |

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|-----------------------------------|---|
| System used: Oak Academy | |
| Owner | Prudhoe Castle First School |
| Description | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age |
| Why is it being processed? | https://privacy.thenational.academy/ |
| Who is data shared with? | https://privacy.thenational.academy/ |

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| System used: Oxford Owls | |
| Owner | Prudhoe Castle First School |

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

| System used: Personnel files | |
|-----------------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Information relating to staff employment |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • 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: Phonics play | |
|---------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn |

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|-----------------------------------|---|
| Personal Data Items | <p>School</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To provide access to online learning resources for pupils and staff. |
| Who is data shared with? | Staff |

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

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| System used: Purple Mash | |
| Owner | Prudhoe Castle First School |
| 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 | <p>Pupil</p> <ul style="list-style-type: none"> • Name |

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| | <ul style="list-style-type: none"> • Year Group • School • Age <p>Staff</p> <ul style="list-style-type: none"> • 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: Recruitment information | |
|--------------------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Part of the job application process |
| Personal Data Items | <p>Name</p> <ul style="list-style-type: none"> • 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: Registers | |
|-----------------------------------|--|
| Owner | Prudhoe Castle First School |
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Address • Date of Birth • Lunch Status • Attendance |
| Why is it being processed? | To monitor children's attendance - legal obligation. |
| Who is data shared with? | School staff, after school club providers |

| System used: Safeguarding Records - Electronic | |
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|-----------------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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 |

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| System used: Safeguarding Records - Paper | |
| Owner | Prudhoe Castle First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address |

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| | <ul style="list-style-type: none"> • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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 |

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| System used: School meals identification | |
| Owner | Prudhoe Castle First School |
| Description | Identification of pupils for meals |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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 |

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| System used: School360 | |
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| Owner | Prudhoe Castle First School |
| Description | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections <p>Staff</p> <ul style="list-style-type: none"> • Name • Staff Alternative e-mail address • Teacher pupil notes |
| Why is it being processed? | To facilitate setting up and access to the County learning platform - School360 |
| Who is data shared with? | SIMs Wonde Frog Learning Just2easy Interactive Resources |

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| System used: Schoolcomms | |
| Owner | Prudhoe Castle First School |
| Description | Communication app for parents |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Attendance data <p>Parent</p> <ul style="list-style-type: none"> • Name • Address • e-mail address • Mobile number |
| Why is it being processed? | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules. |
| Who is data shared with? | 'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, |

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| | email address.' |
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| System used: Seesaw | |
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| Owner | Prudhoe Castle First School |
| Description | Seesaw - Student driven digital portfolios and simple parent communication. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Year • Classes |
| Why is it being processed? | To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios. |
| Who is data shared with? | Not shared |

| System used: SEND electronic records | |
|--------------------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position |

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| | External Support Workers <ul style="list-style-type: none"> • 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 |

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| System used: Send Paper Records | |
| Owner | Prudhoe Castle First School |
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place Parents <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position External Support <ul style="list-style-type: none"> • 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

Prudhoe Castle First 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

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • 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 |

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

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

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| | <ul style="list-style-type: none"> • Address <p>Parent</p> <ul style="list-style-type: none"> • Name • email address <p>Staff</p> <ul style="list-style-type: none"> • 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: Times Tables Rock Stars | |
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| Owner | Prudhoe Castle First School |
| Description | Online times tables practice and testing. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • School name • School address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year group • Maths group |
| Why is it being processed? | To provide access to online learning tool. |
| Who is data shared with? | Staff |

| System used: Wonde | |
|----------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Manages transfer of data from Sims MIS to School360. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/group |

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| | <ul style="list-style-type: none"> • 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: Admission data | |
|-----------------------------------|---|
| Owner | Prudhoe Castle First School |
| Description | Data collected by the school admission form (paper or online) |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Forename(s) • Legal surname • Preferred surname • Gender • Date of birth • Address • Postcode • Services child • Ethnicity • GP • Medical requirements • Special educational needs • Dietary requirements • Method of travel to school • Language spoken at home • Religion <p>Parent</p> <ul style="list-style-type: none"> • Name • Relationship to child • Telephone number (home) • Telephone number (mobile) • Email address • Occupation • Place of work • Telephone number (work) <p>Sibling</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To inform and aid school admission |
| Who is data shared with? | Local authority Basic identifying/contact data ONLY is shared with Active Northumberland (swimming & other health activities) Health and contact |

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| | data is shared with NHS staff visiting for hearing/sight tests or immunisations |
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| System used: Head Teacher's Report | |
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| Owner | Prudhoe Castle First School |
| Description | Termly report provided by the head-teacher on matters relating to the running of the school |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Educational performance • Incidents of bullying / racist incidents • SEND / medical details <p>Member of staff</p> <ul style="list-style-type: none"> • Job performance • Disciplinary incidents • Employment disputes • Salary information |
| Why is it being processed? | This data is provided to the governors to meet the statutory obligations of school governance. The report DOES NOT provide identifying information on either pupils or staff, but given the size of the school it may reasonably be possible to associate the anonymised information with a natural person. |
| Who is data shared with? | Members of the governing body |