Hartlepool Free School

GDPR Privacy Notice Summary Report

Date: 02/01/2025

Data Protection Officer: Vicki Evans

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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 Report Form	ACC1 form for reporting accidents to NCC	
Arbor	School information management system	yes
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	
Canva	Canva is an online design and publishing tool	
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 Charts	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral	yes

	welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
DFE-Census and workforce Census	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.	
Dietary requirements information sheets	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board	
Health & Safety	Records pertaining to Health & Safety	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
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

MS Office Suite	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.	
Nereo	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.	
PaperCut Hive- Cloud Printing Software	Simple for users, and powerful for admins. Meet the cloud print, copy, and scan management software that just works with the devices you already have.	
Performance Management	Staff appraisals	
Personnel files	Information relating to staff employment	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
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
Sage 200	Get all your complex admin needs covered. Sage 200 connects with Microsoft 365 and gives you the efficiency and collaboration needed to keep work flowing.	
Salamander Soft- Cloud Sync	SalamanderSoft provides process automation services for educational institutions and connects your key IT systems with your management information system (MIS), ensuring relevant accounts, groups and permissions are always up-to-date.	
SAS - Staff absence Insurance	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along	

	with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional	
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
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

System used: Accident Report Form	
Owner	Hartlepool Free School
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 • **Staff member** • 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: Arbor	
Owner	Hartlepool Free School
Description	School information management system
Personal Data Items	**Admin** • Name • Phone contact • email contact • Organisiation

	•
	Pupil
	• Name • Date of birth • Address • Gender • Parent/carer name and contact details • UPN • Dietary Requirements • Ethnicity • Religion • Attainment & behaviour data
	Staff
	• Name • Date of Birth • Gender • Employment records
	Parent/carer
	• Name • Contact details
Why is it being processed?	To fulfil school's legal obligations in respect of pupil education
Who is data shared with?	Other schools Local Authority & public agencies as required

System used: Assessment Records	
Owner	Hartlepool Free School
Description	Electronic and paper mark books
Personal Data Items	**Child** • 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	Hartlepool Free School

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	Hartlepool Free School
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: Canva	
Owner	Hartlepool Free School

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

System used: CCTV	
Owner	Hartlepool Free School
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 Records - Electronic	
Owner	Hartlepool Free School
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 **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?	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	Hartlepool Free School
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** • 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?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Class Charts	
Owner	Hartlepool Free School
Description	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.
Personal Data Items	**teacher** • Name **child** • Name **age** • Name
Why is it being processed?	https://www.edukey.co.uk/gdpr-compliance/

Who is data shared with?	https://www.edukey.co.uk/gdpr-compliance/

System used: Consent for educational visits	
Owner	Hartlepool Free School
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: CPOMS	
Owner	Hartlepool Free School
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	**Pupil** • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group

- Ethnicity
- First Language
- Pregnancy

Main contact

- Name
- Telephone Number

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

System used: Data tracking spreadsheets	
Owner	Hartlepool Free School
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	**pupil** - 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: DFE-Census and workforce Census	
Owner	Hartlepool Free School
Description	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for

	centrally employed school staff Academies are responsible for submitting and approving their own census data.
Personal Data Items	**Staff** • Name
Why is it being processed?	https://www.gov.uk/help/privacy-notice
Who is data shared with?	https://www.gov.uk/help/privacy-notice

System used: Dietary requirements information sheets	
Owner	Hartlepool Free School
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	Hartlepool Free School
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	**Staff** • 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 calendars.'

System used: Examination Boards administration	
Owner	Hartlepool Free School
Description	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
Personal Data Items	**Child** • Name • Date of birth • Gender • Unique Candidate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades
Why is it being processed?	Exam entry and issuing of qualifications
Who is data shared with?	Examination Board

System used: Health & Safety	
Owner	Hartlepool Free School
Description	Records pertaining to Health & Safety
Personal Data Items	**Staff** • 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: Looked After Children Records - Electronic	
Owner	Hartlepool Free School
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 • **Staff** • Name • Position **External Support** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school

System used: Looked After Children Records - Paper	
Owner	Hartlepool Free School
Description	Information relating to children who are Looked After
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Personal Education Plan

- Health Needs
- Social Care Needs
- Educational Needs
- Family Background
-

Parents & Carers

- Name
- Contact Details
- Address
-

Staff

- Name
- Position

External Support Workers

- Name
- Organisation
- Position
- Address
- 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: Medical Files - Electronic	
Owner	Hartlepool Free School
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	Hartlepool Free School
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: MS Office Suite	
Owner	Hartlepool Free School
Description	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
Personal Data Items	**Staff** • Name • Classes **Pupil** • Name **Governor** • Name
Why is it being processed?	To provide OneDrive for education to staff, pupils and governors.
Who is data shared with?	N/A

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

System used: PaperCut Hive- Cloud Printing Software	
Owner	Hartlepool Free School

Description	Simple for users, and powerful for admins. Meet the cloud print, copy, and scan management software that just works with the devices you already have.
Why is it being processed?	
Who is data shared with?	https://www.papercut.com/privacy-policy/

System used: Performance Management	
Owner	Hartlepool Free School
Description	Staff appraisals
Why is it being processed?	To assist SLT in reviewing performance
Who is data shared with?	Staff member

System used: Personnel files	
Owner	Hartlepool Free School
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: Photographs and videos of staff and pupils.	
Owner	Hartlepool Free School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	**Staff** • Name

- Photograph
- Video

Pupil

- Photograph (unnamed)
- Video (unnamed)

Governor

- Name
- Photograph

Why is it being processed?	To celebrate the life and work of the school.
Who is data shared with?	The public

System used: Recruitment information	
Owner	Hartlepool Free School
Description	Part of the job application process
Personal Data Items	**Name** - 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	Hartlepool Free School
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	Hartlepool Free School
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: Sage 200	
Owner	Hartlepool Free School
Description	Get all your complex admin needs covered. Sage 200 connects with Microsoft 365 and gives you the efficiency and collaboration needed to keep work flowing.
Why is it being processed?	
Who is data shared with?	https://www.sage.com/en-gb/legal/privacy/

System used: Salamander Soft- Cloud Sync	
Owner	Hartlepool Free School
Description	SalamanderSoft provides process automation services for educational institutions and connects your key IT systems with your management information system (MIS), ensuring relevant accounts, groups and permissions are always up-to-date.
Why is it being processed?	https://www.salamandersoft.co.uk/privacy-policy/
Who is data shared with?	https://www.salamandersoft.co.uk/privacy-policy/

System used: SAS - Staff absence Insurance	
Owner	Hartlepool Free School
Description	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is:

	• Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional
Personal Data Items	**Staff** • Name • Date of Birth
Why is it being processed?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf
Who is data shared with?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf

System used: School360	
Owner	Hartlepool Free School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil** • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections **Staff** • 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

System used: SEND electronic records	
Owner	Hartlepool Free School
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	Hartlepool Free School
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: Social media sites e.g. Twitter, Facebook	
Owner	Hartlepool Free School
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 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

System used: Thrive	
Owner	Hartlepool Free School
Description	Social and Emotional Screening Programme
Personal Data Items	**Pupil** • Name • DOB • 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	Hartlepool Free School
Description	University Applications
Personal Data Items	**Child** • 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	Hartlepool Free School
Description	Log of all visitors into school / fire regulations
Personal Data Items	**Visitor** • 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	Hartlepool Free School
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