



# **Horton Grange Primary School**

## **GDPR Privacy Notice Summary Report**

**Date: 27/01/2026**

Data Protection Officer: Linda Papaioannou

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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
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	
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning	
Child Health Information Services (CHIS)	Child Health Information Services (CHIS) are local active clinical care records of all the children in an area	yes
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
Clennel Education Solutions	Clennel Education Solutions conduct stringent checks on all our staff prior to their appointment with us, which include: Enhanced DBS disclosure including Children's Barred List Check, Identity checks, Proof of	yes

	right to work in the UK, Qualifications, Health checks and relevant references. Clennell Education Solutions take full responsibility for all our staff whilst on school premises.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is 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.	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
DfE (Gov.uk)	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)	
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 children with severe allergies / intolerances and religious observations (food)	yes
Duolingo	Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you	

	get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us	
Ed Shed	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools	
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.	
Google Meet	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
HMRC (gov.uk)	HMRC is the UK's tax, payments and customs authority, and we have a vital purpose: we collect the money that pays for the UK's public services, and help families and individuals with targeted financial support.	
Inventry	A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding	
Just2easy	Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.	

Lexia	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Live Kitchen	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Mathletics _ online numeracy activities	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.	
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
Micro Librarian	Micro Librarian Systems (MLS) , supplier of Library	yes

	Management Systems to Education in the UK and the worlds first to use biometric identification data	
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background	
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
National Centre for Excellence in the Teaching of Mathematics (NCETM)	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Nursery (Early Years) files	Early years registration information and funding informaiton 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 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	
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.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
Reading Plus	Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers.	
Reception Baseline Assessment (RBA)	The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language	
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 Gateway	School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.	
School Grid	School meal provider	
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
SchoolGrid	SchoolGrid provides kitchen management software to schools and caterers across the public sector.	

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
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
Sign-In App	Electronic sign-in software for the school / fire regulations / emergency evacuation	
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.	
Sonar Tracher	Sonar Tracker is the pupil progress and assessment platform brought to you by Juniper Education and developed by the expert teams behind Classroom Monitor, OTrack, Pupil Asset and Target Tracker. It has the straightforward insightful reports of OTrack, the pupil, parent, and key stakeholder engagement capabilities of Classroom Monitor, the pupil tracking software from Pupil Asset, and the wealth of educational expertise from the whole local authority behind Target Tracker. All combined to create one new, powerful platform that utilises over 60 years of education experience so schools can base their decisions on insights and intelligence that educators can rely on.	yes
SPAG	Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group	
Spelling Shed	The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage.	
STEM	Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access.	

Tapestry	An online journal recording all the learning and fun of children's early years education.	
Target Tracker	Pupil assessment and tracking software?.	yes
Teachers2Parent	Parent/Staff/Other Text Messaging System	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Twinkl	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it.	
Visitor book	Log of all visitors into school / fire regulations	
White Rose Maths and Science	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Widget	Communication Symbol Software	
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Y4 Multiplication Check	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.	
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	
VisIT-ED electronic visitor	Electronic system which records both visitors and staff	

management system	on the school site to monitor visitors and satisfy fire regulations	
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System used: Accelerated Reader	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To generate information on the reading abilities of pupils
<b>Who is data shared with?</b>	Not shared

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

System used: Accident Report Form	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	ACC1 form for reporting accidents to NCC
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of accident</li> <li>• nature of injury</li> <li>• Place of accident</li> </ul>

	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of injury</li> <li>• nature of injury</li> <li>• place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations to comply with Health and Safety regulations.
<b>Who is data shared with?</b>	NCC / parents

System used: Assessment Records	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Electronic and paper mark books
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Disadvantaged cohort</li> <li>• SEND Code</li> <li>• Key Stage 2 Assessment data</li> <li>• Internal Assessment Data</li> </ul>
<b>Why is it being processed?</b>	To track student achievement and report to parents
<b>Who is data shared with?</b>	Parents

System used: Attendance file	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Attendance information about pupils and classes
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• DOB</li> <li>• Class</li> <li>• Gender</li> <li>• UPN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Parental contact</li> <li>• Ethnic origin</li> <li>• Current attendance</li> <li>• Past attendance</li> </ul>
<b>Why is it being processed?</b>	To regularly check pupil's attendance towards a desired goal
<b>Who is data shared with?</b>	EWO and other agencies as required / parents

System used: BBC Bitesize	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	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
<b>Personal Data Items</b>	<b>teacher</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year group</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.bbc.co.uk/usingthebbc/privacy/">https://www.bbc.co.uk/usingthebbc/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://www.bbc.co.uk/usingthebbc/privacy/">https://www.bbc.co.uk/usingthebbc/privacy/</a>

System used: CCTV	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	CCTV
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Images</li> </ul>

	<b>Child</b> <ul style="list-style-type: none"> <li>• Images</li> </ul> <b>Visitor</b> <ul style="list-style-type: none"> <li>• Images</li> </ul>
<b>Why is it being processed?</b>	Safeguarding
<b>Who is data shared with?</b>	Police in event of criminal investigations

System used: Charanga	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• email address</li> <li>• Mobile phone umber</li> <li>• Pupils groups</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Assessment information</li> </ul>
<b>Why is it being processed?</b>	To provide online access to teaching and learning materials.
<b>Who is data shared with?</b>	Shared with partner company Soundation AB

System used: Child Health Information Services (CHIS)	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Child Health Information Services (CHIS) are local active clinical care records of all the children in an area
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address with post code</li> <li>• Gender</li> <li>• DOB with Year Group</li> <li>• Class name</li> <li>• Ethnicity</li> </ul>

<b>Why is it being processed?</b>	The Secretary of State for Health & Social Care has a duty to provide vaccination services which is set out in the Health and Social Care Act 2012, Section 11 paragraph 2A in that 'The Secretary of State must take such steps as the Secretary of State considers appropriate for the purpose of protecting the public in England from disease or other dangers to health. The steps that may be taken include (c)providing vaccination, immunisation, or screening services'.
<b>Who is data shared with?</b>	CHIS / NHS, General Practices, School Leaders

<b>System used: Child Protection Records - Electronic</b>	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> <li>•</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Social Workers, Parent/Carers as appropriate, some information shared

with key workers, health care professionals and Police, receiving school

**System used: Child Protection Records - Paper**

<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

**System used: Clennel Education Solutions**

<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Clennell Education Solutions conduct stringent checks on all our staff

	prior to their appointment with us, which include: Enhanced DBS disclosure including Children's Barred List Check, Identity checks, Proof of right to work in the UK, Qualifications, Health checks and relevant references. Clennell Education Solutions take full responsibility for all our staff whilst on school premises.
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul>
<b>Why is it being processed?</b>	<a href="https://clennellcorporatesolutions.org/privacy">https://clennellcorporatesolutions.org/privacy</a>
<b>Who is data shared with?</b>	<a href="https://clennellcorporatesolutions.org/privacy">https://clennellcorporatesolutions.org/privacy</a>

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

<b>System used: CPOMS</b>	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported,

	whilst school staff can focus on teaching and providing support, instead of administration.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Details of incident</li> <li>• Admission Date</li> <li>• DOB</li> <li>• SEN, with status</li> <li>• Medical Conditions</li> <li>• UPN</li> <li>• Pupil Premium</li> <li>• Religion</li> <li>• EAL</li> <li>• LAC</li> <li>• Year Group</li> <li>• Ethnicity</li> <li>• First Language</li> <li>• Pregnancy</li> </ul> <p><b>Main contact</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone Number</li> </ul>
<b>Why is it being processed?</b>	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
<b>Who is data shared with?</b>	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

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

	other staff, Governors and parents
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System used: DfE (Gov.uk)	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)
<b>Why is it being processed?</b>	We receive your personal information indirectly from other organisations. For example, we collect information about: you, your learning and your achievements - we collect this information from educational settings like early years providers, schools, academies, independent schools, colleges and training providers and from your employer, if applicable children in need, children looked after and alternative provision - we collect this information from local authorities you to support research and to safeguard children - we collect this information from other government departments, early years providers, schools, academies, independent schools, colleges and training providers your exam results - we receive this from awarding organisations and exam boards teachers and employees in educational settings or local authorities - we collect this information from the educational setting or local authorities
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information">https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information</a>

System used: DfE-Census and workforce Census	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>

System used: Dietary requirements information sheets	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Required documents for specific children with severe allergies / intolerances and religious observations (food)
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Dietary information</li> </ul>
<b>Why is it being processed?</b>	Health and safety - to avoid children coming into contact with specific foods
<b>Who is data shared with?</b>	n/a

System used: Duolingo	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively. Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us
<b>Personal Data Items</b>	<b>teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> <li>• email</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.duolingo.com/privacy">https://www.duolingo.com/privacy</a>
<b>Who is data shared with?</b>	<a href="https://www.duolingo.com/privacy">https://www.duolingo.com/privacy</a>

System used: Ed Shed	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools

<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>
<b>Who is data shared with?</b>	<a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>

System used: EVOLVE visits	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Location data</li> <li>• Qualifications</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• UPN</li> </ul>
<b>Why is it being processed?</b>	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
<b>Who is data shared with?</b>	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Futures Cloud	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Internet / Network monitoring and reporting tool
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• I/P address</li> <li>• URL's visited</li> </ul> <b>Teacher</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• I / P address</li> <li>• URL's visited</li> </ul>
<b>Why is it being processed?</b>	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
<b>Who is data shared with?</b>	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

System used: Google Classroom	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>
<b>Who is data shared with?</b>	<a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>

System used: Google drive for education	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <b>Governor</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gmail address</li> </ul>
<b>Why is it being processed?</b>	To provide Google drive for education to staff, pupils and governors.

<b>Who is data shared with?</b>	Staff and Pupils
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System used: Google Meet	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat
<b>Personal Data Items</b>	<b>teacher</b> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>•</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>
<b>Who is data shared with?</b>	<a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>

System used: Governance	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Details of all members of the Governing Body
<b>Personal Data Items</b>	<b>Name</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> <li>• Photos</li> <li>• Attendance at Meetings</li> <li>• Pecuniary Interests</li> </ul>
<b>Why is it being processed?</b>	Statutory Requirement
<b>Who is data shared with?</b>	Local Authority and the general public

System used: HAF- HolidayActivities	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The dedicated platform built to run and report on your local authority HAF programme.
<b>Why is it being processed?</b>	To run and report HAF programme for schools.
<b>Who is data shared with?</b>	<a href="https://www.holidayactivities.com/privacy-notice/">https://www.holidayactivities.com/privacy-notice/</a>

System used: Health & Safety	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Records pertaining to Health & Safety
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul>
<b>Why is it being processed?</b>	To ensure Health and Safety Regulations are followed
<b>Who is data shared with?</b>	NCC, school staff and parents

System used: HMRC (gov.uk)	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	HMRC is the UK's tax, payments and customs authority, and we have a vital purpose: we collect the money that pays for the UK's public services, and help families and individuals with targeted financial support.
<b>Why is it being processed?</b>	To collect money that pays for public services.
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>

System used: Inventory	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding
<b>Personal Data Items</b>	<b>Visitor</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Company [if any]</li> <li>• Photograph</li> <li>• Vehicle Reg</li> <li>• Times in &amp; out</li> <li>• Who visiting</li> <li>• email</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Times signed in &amp; out</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Form group</li> <li>• Year group</li> <li>• Times signed in &amp; out</li> </ul>
<b>Why is it being processed?</b>	School security- school has real time view of who is visiting. System makes a badge with photo which is useful for identifying visitors - safeguarding
<b>Who is data shared with?</b>	Only shared with systems when customer requests this

System used: Just2easy	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Class / Year group</li> <li>• School</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	To provide access for staff and pupils to a variety of learning resources through School360
<b>Who is data shared with?</b>	N/A

System used: Lexia	
<b>Owner</b>	Horton Grange Primary School

<b>Description</b>	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• School</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Browser information</li> <li>•</li> </ul> <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Payment details</li> <li>• Usage data</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Class</li> <li>• Group</li> </ul>
<b>Why is it being processed?</b>	To provide access for staff and pupils to a comprehensive range of teaching resources
<b>Who is data shared with?</b>	Staff

<b>System used: Lightspeed Internet Filtering</b>	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	Statutory requirement to filter Internet services for school users
<b>Who is data shared with?</b>	School leadership, LSCB and police if serious incident occurs

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

System used: Local Authority moderation of work	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Initials</li> </ul>

	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Initials</li> <li>• Gender</li> <li>• Unique pupil number (UPN)</li> </ul>
<b>Why is it being processed?</b>	As part of the statutory? requires for assessment and moderation in schools
<b>Who is data shared with?</b>	Other NCC staff

System used: Looked After Children Records - Electronic	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Information relating to children who are in Looked After Care
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> </ul> <b>Parents &amp; Carers</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>• </li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <b>External Support</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After
<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving school

System used: Looked After Children Records - Paper	

<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Information relating to children who are Looked After
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> <li>•</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After
<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving School

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

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

System used: Medical Files - Electronic	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Information in respect of specific medical needs of an individual student
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education
<b>Who is data shared with?</b>	Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)

System used: Medical Files - Paper	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Information in respect of specific medical needs of an individual student
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education
<b>Who is data shared with?</b>	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

System used: Medical log	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	File of medical information for each child: asthma, medication administered, health care plans, risk assessments
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Inhaler / medication information (doseage)</li> <li>• DOB</li> <li>• Class</li> <li>• Medical condition</li> <li>• Signs and symptoms</li> </ul>

	<ul style="list-style-type: none"> <li>• Treatment</li> <li>• Parental consent</li> <li>• Name of medication and dose</li> <li>• Side effects</li> <li>• Storage requirements</li> <li>• Special equipment</li> <li>• Testing needed</li> <li>• Access to food drink</li> <li>• Dietary requirement</li> <li>• Staff support</li> <li>• Contingency arrangements</li> <li>• Family / emergency contacts</li> <li>• Hazard</li> <li>• Risk</li> <li>• Control measures / risk evaluation</li> </ul>
<b>Why is it being processed?</b>	Health and safety of child
<b>Who is data shared with?</b>	Staff, NCC and NHS professionals

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

System used: Microsoft Teams	
<b>Owner</b>	Horton Grange Primary School

<b>Description</b>	<p>Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background</p>
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>
<b>Who is data shared with?</b>	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>

System used: My Maths	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Year</li> <li>• Class</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide pupils and staff with access to a wider range of mathematics

	online teaching and learning materials.
<b>Who is data shared with?</b>	Shared within school.

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	To provide access to the wide range of resources available online.
<b>Who is data shared with?</b>	Tribal and school staff.

System used: Northumberland School Readiness Passport	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Date of Birth</li> <li>• Unique Identifier</li> <li>• PP Information</li> <li>• Entitlement of hours</li> <li>• Special Needs Information</li> <li>• Development Progress</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.
<b>Who is data shared with?</b>	<a href="https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf">https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf</a>

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

System used: Oak Academy	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>
<b>Who is data shared with?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>

System used: Oxford Owls	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	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
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>
<b>Who is data shared with?</b>	<a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>

System used: Personnel files	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Information relating to staff employment
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• National Insurance Number</li> <li>• Qualifications</li> <li>• DOB</li> <li>• Contract</li> <li>• Payroll no.</li> <li>• Employment history</li> <li>• References</li> <li>• Leave of absence</li> <li>• DBS checked</li> </ul>

<b>Why is it being processed?</b>	Necessary for employment
<b>Who is data shared with?</b>	NCC and/or HR provider and/or Payroll provider

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

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

System used: Read Write Inc Website (www.ruthmiskin.com)	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	A website linked to the scheme Read Write Inc which includes a staff portal.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> <li>• Telephone Number</li> <li>• Role</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>

System used: Reading Plus	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.readingplus.com/privacy-policy/">https://www.readingplus.com/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.readingplus.com/privacy-policy/">https://www.readingplus.com/privacy-policy/</a>

System used: Reception Baseline Assessment (RBA)	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language
<b>Personal Data Items</b>	<b>Pupils</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Unique Pupil Number (UPN)</li> <li>• Sex</li> <li>• Results from the assessment</li> </ul>

<b>Why is it being processed?</b>	For the RBA, STA will use the child's information as part of STA's public task in providing a statutory assessment.
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/publications/reception-baseline-assessment-privacy-notice/reception-baseline-assessment-privacy-notice-for-pupil-data-from-september-2025#:~:text=about%20your%20child-,What%20data%20will%20be%20collected?,results%20from%20the%20assessment">https://www.gov.uk/government/publications/reception-baseline-assessment-privacy-notice/reception-baseline-assessment-privacy-notice-for-pupil-data-from-september-2025#:~:text=about%20your%20child-,What%20data%20will%20be%20collected?,results%20from%20the%20assessment</a>

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

System used: Registers	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Daily register, after school club registers, lunch register
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of Birth</li> <li>• Lunch Status</li> <li>• Attendance</li> </ul>
<b>Why is it being processed?</b>	To monitor children's attendance - legal obligation.
<b>Who is data shared with?</b>	School staff, after school club providers

System used: Safeguarding Records - Electronic	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Records relating to safeguarding of children
<b>Personal Data Items</b>	<b>Pupils</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: Safeguarding Records - Paper	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Records relating to safeguarding of children
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: School Gateway	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.
<b>Personal Data Items</b>	<p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• medical condition</li> </ul>
<b>Why is it being processed?</b>	<a href="https://schoolcomms.com/privacy-policy/">https://schoolcomms.com/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://schoolcomms.com/privacy-policy/">https://schoolcomms.com/privacy-policy/</a>

System used: School Grid	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	School meal provider
<b>Personal Data Items</b>	<b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Contact Information</li> <li>• Demographic information</li> </ul>
<b>Why is it being processed?</b>	To provide school meals within schools
<b>Who is data shared with?</b>	<a href="https://app.schoolgrid.co.uk/termsfuse/Privacy-Policy.pdf">https://app.schoolgrid.co.uk/termsfuse/Privacy-Policy.pdf</a>

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

System used: SchoolGrid	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	SchoolGrid provides kitchen management software to schools and caterers across the public sector.

<b>Personal Data Items</b>	<b>Pupil/parent/guardian account</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Email</li> <li>• Telephone Number</li> </ul>
<b>Why is it being processed?</b>	? Allowing parents and guardians to control their child's school meal service ? Providing (often critical) nutrition and allergy information to parents and guardians ? Contacting parents and guardians, possibly in case of emergency ? Providing parents and guardians with cashless payment options ? Providing parents and guardians with a means to submit feedback regarding the school meals service
<b>Who is data shared with?</b>	<p>1. In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority. 2. We may sometimes contract with third parties to supply services to you on Our behalf, such as card payment processing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law. 3. We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We do this to ensure that our site performs well and to identify any software issues. 4. We may from time to time share such data as described above with third parties such as prospective investors, school caterers (where they are contracted to provide food services at your child's school, and partners. Data will only be shared and used within the bounds of the law.</p>

<b>System used: Seesaw</b>	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Seesaw - Student driven digital portfolios and simple parent communication.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Classes</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Year</li> <li>• Classes</li> </ul>

<b>Why is it being processed?</b>	To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios.
<b>Who is data shared with?</b>	Not shared

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

System used: Send Paper Records	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Records relating to individual pupil's SEND history

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

System used: Senso Cloud	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal
<b>Personal Data Items</b>	<p><b>User</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Marital status</li> <li>• Title</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Email Address</li> <li>• Telephone number</li> </ul>
<b>Why is it being processed?</b>	For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and

	to comply with a legal or regulatory obligation.
<b>Who is data shared with?</b>	External third parties - details and lawful basis all set out on website privacy notice.

System used: Sign-In App	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Electronic sign-in software for the school / fire regulations / emergency evacuation
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• Car registration</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car registration</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> <li>• Purpose of visit</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car registration</li> <li>• Job title/company</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> <li>• Purpose of visit</li> </ul>

<b>Why is it being processed?</b>	Safeguarding, health and safety, fire regulations, emergency evacuation
<b>Who is data shared with?</b>	School staff, visitors

System used: SIMS	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Title</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• UPN</li> <li>• Dietary Requirements</li> <li>• Medical information</li> <li>• Attendance/exclusion</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment information</li> <li>• Child Protection Plan</li> <li>• School history</li> <li>• Looked After Information</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Gender</li> <li>• Title</li> <li>• DOB</li> <li>• Parental responsibility</li> <li>• Language</li> <li>• Occupation</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Title</li> <li>• Gender</li> </ul>

	<ul style="list-style-type: none"> <li>• DOB</li> <li>• NI Number</li> <li>• Ethnicity</li> <li>• Bank Account Information</li> <li>• Qualifications</li> <li>• Disability &amp; Medical Information</li> <li>• Religion</li> <li>• Marital status</li> <li>• Language</li> <li>• Passport Information</li> <li>• Dietary requirements</li> <li>• Absences</li> <li>• Car information</li> <li>• Next of Kin</li> <li>• Payroll number</li> <li>• DBS Information</li> </ul>
<b>Why is it being processed?</b>	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
<b>Who is data shared with?</b>	Parents

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

System used: Sonar Tracher	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	<p>Sonar Tracker is the pupil progress and assessment platform brought to you by Juniper Education and developed by the expert teams behind Classroom Monitor, OTrack, Pupil Asset and Target Tracker. It has the straightforward insightful reports of OTrack, the pupil, parent, and key stakeholder engagement capabilities of Classroom Monitor, the pupil tracking software from Pupil Asset, and the wealth of educational expertise from the whole local authority behind Target Tracker. All combined to create one new, powerful platform that utilises over 60 years of education experience so schools can base their decisions on insights and intelligence that educators can rely on.</p>

<b>Personal Data Items</b>	<b>Pupil Name</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Pupil Year Group</li> <li>• Date of birth</li> <li>• Ethnicity</li> <li>• SEN data</li> <li>• Pupil Premium Eligibility</li> <li>• Performance data</li> <li>• Attendance data</li> </ul>
<b>Why is it being processed?</b>	To help track progress and set targets for pupils.
<b>Who is data shared with?</b>	School staff

System used: SPAG	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Age</li> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.spag.com/Content/privacy.pdf">https://www.spag.com/Content/privacy.pdf</a>
<b>Who is data shared with?</b>	<a href="https://www.spag.com/Content/privacy.pdf">https://www.spag.com/Content/privacy.pdf</a>

System used: Spelling Shed	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage.
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• </li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> </ul>

<b>Why is it being processed?</b>	<a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>
<b>Who is data shared with?</b>	<a href="https://www.edshed.com/en-gb/privacy">https://www.edshed.com/en-gb/privacy</a>

System used: STEM	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Age</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>
<b>Who is data shared with?</b>	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>

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

	<ul style="list-style-type: none"> <li>• Address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul>
<b>Why is it being processed?</b>	To provide access to an online early years journal which records pupil activity and progress throughout the year.
<b>Who is data shared with?</b>	The child's? new school if it uses Tapestry.

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

System used: Teachers2Parent	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Parent/Staff/Other Text Messaging System
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> </ul>

	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Registration group</li> <li>• Year group</li> </ul> <b>Parent/Carer</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Primary telephone number</li> <li>• Secondary telephone number</li> </ul> <b>Taxi driver</b> <ul style="list-style-type: none"> <li>• Taxi drivers name</li> <li>• Taxi drivers telephone number</li> </ul> <b>Taxi escort</b> <ul style="list-style-type: none"> <li>• taxi escort name</li> <li>• Taxi escort telephone number</li> </ul>
<b>Why is it being processed?</b>	To provide access to Communication tool for contact between school and parent/carers/staff/other
<b>Who is data shared with?</b>	School staff

System used: The National College	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	A provider of online training for staff & governors
<b>Personal Data Items</b>	<b>Staff member</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job Title</li> <li>• Email</li> <li>• Phone number</li> </ul> <b>Governor</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Phone number</li> </ul>
<b>Why is it being processed?</b>	In order to provide access to online training and for billing purposes
<b>Who is data shared with?</b>	Contractors to provide service

System used: Thrive	
<b>Owner</b>	Horton Grange Primary School

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

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

System used: Twinkl	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even

	know you want it.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>
<b>Who is data shared with?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>

System used: Visitor book	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Log of all visitors into school / fire regulations
<b>Personal Data Items</b>	<b>Visitor</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date and time</li> <li>• Car registration</li> <li>• Purpose of visit</li> <li>• Company</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	Safeguarding, health and safety, fire regulations
<b>Who is data shared with?</b>	School staff, visitors

System used: White Rose Maths and Science	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	<p>Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.</p>
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul>

	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>• </li> </ul>
<b>Why is it being processed?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>

System used: Widget	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Communication Symbol Software
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Progress Level</li> </ul>
<b>Why is it being processed?</b>	To check Progress
<b>Who is data shared with?</b>	Staff

System used: Wonde	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Manages transfer of data from Sims MIS to School360.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/group</li> <li>• Year</li> <li>• UPN</li> <li>• Gender</li> <li>• Attendance</li> </ul>
<b>Why is it being processed?</b>	To facilitate the exchange of data to allow the set up of school360 for a

	school.
<b>Who is data shared with?</b>	School360 users

System used: Y4 Multiplication Check	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.
<b>Personal Data Items</b>	<b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>

System used: Zoom	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://zoom.us/trust">https://zoom.us/trust</a>
<b>Who is data shared with?</b>	<a href="https://zoom.us/trust">https://zoom.us/trust</a>

System used: VisIT-ED electronic visitor management system	
<b>Owner</b>	Horton Grange Primary School
<b>Description</b>	Electronic system which records both visitors and staff on the school site to monitor visitors and satisfy fire regulations
<b>Personal Data Items</b>	<b>Visitors</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation represented</li> <li>• Photograph</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul>
<b>Why is it being processed?</b>	To ensure correct records of visitors are kept and to meet Safeguarding, health and safety and fire regulations
<b>Who is data shared with?</b>	SG World technical Support