



Barndale House School

GDPR Privacy Notice Summary Report

Date: 08/02/2025

Data Protection Officer: Karen Carnaffin

01665 602541

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 |
| Behaviour Files - Paper (in class) | Information relating to the behaviours of particular pupils | yes |
| Bikeability | The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England | |
| BSquared Connecting Steps | Tool for assessing pupil progress | |
| 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 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 |
| Compass and careers tracking | We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks. Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year | |
| Complete PE | Complete P.E. is an interactive Physical Education resource designed to support the implementation of a High Quality Physical Education Curriculum. | |
| | | |

| | | |
|---|--|-----|
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Covid-19 Lateral Flow Testing | About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff | 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-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 |
| | | |

| | | |
|------------------------------------|---|--|
| Eco School The Pod | The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links. | |
| 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 | |
| Eschools Website Provider | On-line school website building tool | |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Examination Boards administration | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board | |
| Futures Cloud | Internet / Network monitoring and reporting tool | |
| 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 | |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| | | |

| | | |
|---|--|-----|
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, health care plans, risk assessments | yes |
| 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. | |
| National Online Safety.com | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing | |
| Nereo (Matrix) | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. | |
| NRS Catering | Nationwide Retail Systems provide Cashless Catering Systems and solutions for Education, including access systems. | |
| Nursery (Early Years) files | Early years registration information and funding information for Early Years entitlement, hours taken each week | yes |
| 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. | |
| Places Leisure (formerly Active Northumberland Swimming Lessons) | Tracks pupil progress in swimming [especially useful in 3 tier system] | |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| 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 |
| Scholarpack | Cloud based system allowing school to enter & track pupil data | |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| 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. | |
| Thrive | Social and Emotional Screening Programme | yes |
| 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 | yes |

| | | |
|---------------------------------|---|-----|
| | <p>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> | |
| Widget | Communication Symbol Software | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| 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. | |
| ASDAN | Examination Board | yes |
| Emergency Pupil Contact Details | Paper based file of contact details for all pupils | |

| System used: Accelerated Reader | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class <p>Staff</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To generate information on the reading abilities of pupils |
| Who is data shared with? | Not shared |

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

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

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

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

| | |
|-------------------------------------|--|
| System used: Attendance file | |
| Owner | Barndale House School |
| Description | Attendance information about pupils and classes |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name |

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

| System used: Behaviour Files - Paper (in class) | |
|---|--|
| Owner | Barndale House School |
| Description | Information relating to the behaviours of particular pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To ensure access to education appropriate to needs |
| Who is data shared with? | External support workers as applies |

| System used: Bikeability | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England |
| Why is it being processed? | https://bikeability.org.uk/privacy-policy/ |
| Who is data shared with? | https://bikeability.org.uk/privacy-policy/ |

| System used: BSquared Connecting Steps | |
|--|---|
| Owner | Barndale House School |
| Description | Tool for assessing pupil progress |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Progress Level • |
| Why is it being processed? | To provide data for staff to assess progress/attainment. |
| Who is data shared with? | Internal only |

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

| System used: Charanga | |
|-----------------------|--|
| Owner | Barndale House School |
| Description | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme |

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

| | |
|---|--|
| System used: Child Protection Records - Electronic | |
| Owner | Barndale House School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details |

| | |
|-----------------------------------|--|
| | External Support Workers <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| | |
|--|---|
| System used: Child Protection Records - Paper | |
| Owner | Barndale House School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |

| | |
|-----------------------------------|---|
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| System used: Compass and careers tracking | |
|---|---|
| Owner | Barndale House School |
| Description | We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks. Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year |
| Personal Data Items | <p>pupil</p> <ul style="list-style-type: none"> • Name • class |
| Why is it being processed? | https://compass.careersandenterprise.co.uk/info |
| Who is data shared with? | https://compass.careersandenterprise.co.uk/info |

| System used: Complete PE | |
|-----------------------------------|---|
| Owner | Barndale House School |
| Description | Complete P.E. is an interactive Physical Education resource designed to support the implementation of a High Quality Physical Education Curriculum. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year Group • UPN |
| Why is it being processed? | |
| Who is data shared with? | https://www.completepe.com/privacy-policy/ |

| System used: Consent for educational visits | |
|---|---|
| Owner | Barndale House School |
| Description | Consent information for all educational visits including day trips and residential visits |
| Personal Data Items | Pupil |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor |
| Why is it being processed? | To ensure school has up to date information when taking children off site |
| Who is data shared with? | NCC or medical practitioners / providers |

| System used: Covid-19 Lateral Flow Testing | |
|--|---|
| Owner | Barndale House School |
| Description | About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Date of Birth • Postcode • Test Result <p>Parent</p> <ul style="list-style-type: none"> • Name • Email address • Telephone number |
| Why is it being processed? | To support the national effort in the fight against Covid-19. Under instruction from the DfE and PHE. |
| Who is data shared with? | Public Health England |

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

| | |
|--|---|
| System used: Data tracking spreadsheets | |
| Owner | Barndale House School |
| Description | Spreadhseets (excel) to track progress of children over the course of their school career. |
| Personal Data Items | <p>pupil</p> <ul style="list-style-type: none"> • Name • date of birth • gender • class • year • FSM • SEN • Assessment info |

| | |
|-----------------------------------|---|
| Why is it being processed? | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements |
| Who is data shared with? | Different elements of data are shared with different parties including: other staff, Governors and parents |

| System used: DFE-Census and workforce Census | |
|--|--|
| Owner | Barndale House School |
| Description | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.gov.uk/help/privacy-notice |
| Who is data shared with? | https://www.gov.uk/help/privacy-notice |

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

| System used: Eco School The Pod | |
|---------------------------------|--|
| Owner | Barndale House School |
| Description | The Pod is an interactive website and educational platform for teachers, |

| | |
|-----------------------------------|---|
| | community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Class • Groups <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Year • Class |
| Why is it being processed? | To provide access to a range of online materials for staff and pupils. |
| Who is data shared with? | Not shared |

| | |
|-----------------------------------|---|
| System used: Ed Shed | |
| Owner | Barndale House School |
| Description | 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 |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.edshed.com/en-gb/privacy |
| Who is data shared with? | https://www.edshed.com/en-gb/privacy |

| | |
|---|---|
| System used: Eschools Website Provider | |
| Owner | Barndale House School |
| Description | On-line school website building tool |
| Personal Data Items | <p>School Information</p> <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters <p>Pupil</p> <ul style="list-style-type: none"> • Photographs • • |
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| Who is data shared with? | The general public eschools is a public facing website |

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

| System used: Examination Boards administration | |
|--|---|
| Owner | Barndale House School |
| Description | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board |
| Personal Data Items | Child |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Date of birth • Gender • Unique Candidate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades |
| Why is it being processed? | Exam entry and issuing of qualifications |
| Who is data shared with? | Examination Board |

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

| System used: Google drive for education | |
|---|---|
| Owner | Barndale House School |
| Description | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address |

| | |
|-----------------------------------|---|
| | Governor <ul style="list-style-type: none"> • Name • Gmail address |
| Why is it being processed? | To provide Google drive for education to staff, pupils and governors. |
| Who is data shared with? | Staff and Pupils |

| | |
|-----------------------------------|--|
| System used: Google Meet | |
| Owner | Barndale House School |
| Description | 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 |
| Personal Data Items | teacher <ul style="list-style-type: none"> • Name • • child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB |
| Who is data shared with? | https://policies.google.com/privacy?hl=en-GB |

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

| | |
|---|-----------------------|
| System used: Health & Safety | |
| Owner | Barndale House School |
| | |

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

| | |
|-----------------------------------|---|
| System used: Huggg | |
| Owner | Barndale House School |
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | <p>parent</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | https://www.huggg.me/privacy |
| Who is data shared with? | https://www.huggg.me/privacy |

| | |
|----------------------------|--|
| System used: Just2easy | |
| Owner | Barndale House School |
| Description | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| Personal Data Items | Child |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Name • Gender • Class / Year group • School <p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group • School |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360 |
| Who is data shared with? | N/A |

| System used: Lightspeed Internet Filtering | |
|--|---|
| Owner | Barndale House School |
| Description | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name • Machine name • I/P address • URLs visited • School |
| Why is it being processed? | Statutory requirement to filter Internet services for school users |
| Who is data shared with? | School leadership, LSCB and police if serious incident occurs |

| System used: Local Authority moderation of work | |
|---|--|
| Owner | Barndale House School |
| Description | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |
| Personal Data Items | School |

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

| System used: Looked After Children Records - Electronic | |
|---|--|
| Owner | Barndale House School |
| Description | Information relating to children who are in Looked After Care |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To support the education of children who are Looked After |

| | |
|---------------------------------|---|
| Who is data shared with? | Social Workers, Local Authority, Carers, Receiving school |
|---------------------------------|---|

System used: Looked After Children Records - Paper

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

System used: Medical Files - Electronic

| | |
|----------------------------|--|
| Owner | Barndale House School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

| | |
|---|---|
| System used: Medical Files - Paper | |
| Owner | Barndale House School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • address • Contact details |
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |

| | |
|-----------------------------------|---|
| System used: Medical log | |
| Owner | Barndale House School |
| Description | File of medical information for each child: asthma, medication administered, health care plans, risk assessments |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Inhaler / medication information (doseage) • DOB • Class • Medical condition • Signs and symptoms • Treatment • Parental consent • Name of medication and dose • Side effects • Storage requirements • Special equipment • Testing needed • Access to food drink • Dietary requirement • Staff support • Contingency arrangements • Family / emergency contacts • Hazard • Risk • Control measures / risk evaluation |
| Why is it being processed? | Health and safety of child |
| Who is data shared with? | Staff, NCC and NHS professionals |

| | |
|---|-----------------------|
| System used: National Centre for Excellence in the Teaching of Mathematics (NCETM) | |
| Owner | Barndale House School |

| | |
|-----------------------------------|--|
| Description | 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. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • email address • School |
| Why is it being processed? | To provide access to the wide range of resources available online. |
| Who is data shared with? | Tribal and school staff. |

| | |
|--|---|
| System used: National Online Safety.com | |
| Owner | Barndale House School |
| Description | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name • Email |
| Why is it being processed? | |
| Who is data shared with? | https://nationalonlinesafety.com/privacy-notice |

| | |
|------------------------------------|--|
| System used: Nereo (Matrix) | |
| Owner | Barndale House School |
| Description | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |
| Personal Data Items | All Staff <ul style="list-style-type: none"> • Name • Date of birth |

| | |
|-----------------------------------|---|
| Why is it being processed? | https://www.nereo.gov.uk/privacy-notice/ |
| Who is data shared with? | https://www.nereo.gov.uk/privacy-notice/ |

| System used: NRS Catering | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | Nationwide Retail Systems provide Cashless Catering Systems and solutions for Education, including access systems. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email • Photograph <p>Pupil</p> <ul style="list-style-type: none"> • Name • Photograph |
| Why is it being processed? | To provide staff and pupils with access to cashless payment systems and school access systems. |
| Who is data shared with? | Not shared |

| System used: Nursery (Early Years) files | |
|--|--|
| Owner | Barndale House School |
| Description | Early years registration information and funding information for Early Years entitlement, hours taken each week |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Documents seen / recorded • Parents Nat. Insurance Number • Eligibility code • Religion • Email address • Telephone number • Parent work details • Emergency contact details • Former placements • Medical information • Ethnic origin • SEN information • EAL |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Armed forces • Meal arrangements • Parental consent: medicine, photos, website, school publications, press, local excursions • Start dates • Desired sessions |
| Why is it being processed? | To ensure registration of children into school and that children receive their entitlements |
| Who is data shared with? | School staff, NCC, outside agencies as required |

| System used: Personnel files | |
|-----------------------------------|---|
| Owner | Barndale House School |
| Description | Information relating to staff employment |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked |
| Why is it being processed? | Necessary for employment |
| Who is data shared with? | NCC and/or HR provider and/or Payroll provider |

| System used: Photographs and videos of staff and pupils. | |
|--|---|
| Owner | Barndale House School |
| Description | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Photograph • Video <p>Pupil</p> <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) |

| | |
|-----------------------------------|--|
| | Governor <ul style="list-style-type: none"> • Name • Photograph |
| Why is it being processed? | To celebrate the life and work of the school. |
| Who is data shared with? | The public |

| System used: Places Leisure (formerly Active Northumberland Swimming Lessons) | |
|---|---|
| Owner | Barndale House School |
| Description | Tracks pupil progress in swimming [especially useful in 3 tier system] |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Year Group • School ID • UPN • Medical issues pertinent to swimming lessons |
| Why is it being processed? | |
| Who is data shared with? | https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placesleisure.org%2Ffind-centre%2F&data=05%7C02%7CVicki.Evans%40northumberland.gov.uk%7C777e31692a544257462c08dc7a550dfe%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C638519752918112134%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=hQb2LGsdYXcWzGEbKalaRAB7vbqCkFJudNvJnuqrthU%3D&reserved=0 |

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

System used: Recruitment information

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

System used: Registers

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

System used: Safeguarding Records - Electronic

| | |
|----------------------------|---|
| Owner | Barndale House School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions |

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

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

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

| | |
|-----------------------------------|--|
| System used: Scholarpack | |
| Owner | Barndale House School |
| Description | Cloud based system allowing school to enter & track pupil data |
| Personal Data Items | <p>Office admin</p> <ul style="list-style-type: none"> • Name • Contact details • Scholarpack Website use tracking <p>Pupil</p> <ul style="list-style-type: none"> • Name • Education progress & attendance data <p>Parent</p> <ul style="list-style-type: none"> • Name • website login email |
| Why is it being processed? | |
| Who is data shared with? | DFE & public bodies for public task |

| | |
|---|------------------------------------|
| System used: School meals identification | |
| Owner | Barndale House School |
| Description | Identification of pupils for meals |
| Personal Data Items | Pupil |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Name • Photograph • Dietary requirement |
| Why is it being processed? | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies. |
| Who is data shared with? | Not shared |

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

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

| | |
|-----------------------------------|--|
| | <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact details |
| Why is it being processed? | To ensure appropriate levels of support for the student in relation SEND needs |
| Who is data shared with? | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |

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

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To support educational entitlement to meet statutory obligations |
| Who is data shared with? | Case workers, Parents, local Authority and Receiving Schools |

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

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

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

| | |
|----------------------------|---|
| System used: Thrive | |
| Owner | Barndale House School |
| Description | Social and Emotional Screening Programme |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • DOB • Class • Year Group • UPN • Assessment information • LAC <p>Staff</p> <ul style="list-style-type: none"> • Name • Class |
| Why is it being processed? | Social & emotional development tracking |
| Who is data shared with? | School staff |

| System used: Twinkl | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | 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. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.twinkl.co.uk/legal |
| Who is data shared with? | https://www.twinkl.co.uk/legal |

| System used: Visitor book | |
|----------------------------|---|
| Owner | Barndale House School |
| Description | Log of all visitors into school / fire regulations |
| Personal Data Items | <p>Visitor</p> <ul style="list-style-type: none"> • Name • Date and time • Car registration • Purpose of visit • Company • |

| | |
|-----------------------------------|---|
| Why is it being processed? | Safeguarding, health and safety, fire regulations |
| Who is data shared with? | School staff, visitors |

| System used: White Rose Maths and Science | |
|---|--|
| Owner | Barndale House School |
| Description | 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. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Email address • Payment details <p>Child</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address <p>Parent</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address • |
| Why is it being processed? | https://whiterosemaths.com/privacy/ |
| Who is data shared with? | https://whiterosemaths.com/privacy/ |

| System used: Widget | |
|----------------------------|-------------------------------|
| Owner | Barndale House School |
| Description | Communication Symbol Software |
| Personal Data Items | Pupil |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Progress Level |
| Why is it being processed? | To check Progress |
| Who is data shared with? | Staff |

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

| System used: Zoom | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | 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. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://zoom.us/trust |
| Who is data shared with? | https://zoom.us/trust |

System used: ASDAN

| | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | Examination Board |
| Personal Data Items | Pupil <ul style="list-style-type: none">• Name• Staff Member |
| Why is it being processed? | Exam arrangements |
| Who is data shared with? | Parents/pupils |

System used: Emergency Pupil Contact Details

| | |
|-----------------------------------|--|
| Owner | Barndale House School |
| Description | Paper based file of contact details for all pupils |
| Why is it being processed? | In case of computer/power problems. |
| Who is data shared with? | |