



**Seaton Sluice First School**

**GDPR Privacy Notice Summary Report**

**Date: 14/04/2024**

Data Protection Officer:

0191 2371839

## Introduction

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

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

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

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

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

## Systems included in this report

| System Name                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Special Category |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Accident book                  | Log of accidents / minor injuries in school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
| Accident Report Form           | ACC1 form for reporting accidents to NCC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |
| Assessment Records             | Electronic and paper mark books                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |
| Attendance file                | Attendance information about pupils and classes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | yes              |
| BBC Bitesize                   | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |                  |
| CCTV                           | CCTV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |
| Class Dojo                     | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | yes              |

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|                                    | the course of their school career.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| Education City                     | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 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 drive for education         | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| Governance                         | Details of all members of the Governing Body                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |
| Health & Safety                    | Records pertaining to Health & Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| Letter join                        | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |     |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
| Little Wandle                      | Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.                                                                                                                                                                                                                                                                                    |     |
| 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.                                                                                                                                                                                                                                                                                                                                      |     |
| Medical log                        | File of medical information for each child: asthma, medication administered, health care plans, risk assessments                                                                                                                                                                                                                                                                                                                                                                                                                                    | yes |

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| 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. |     |
| NFER                                                                  | Assessment materials, reading test and pupil progress data                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| 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.                                                                                                                            |     |
| Parent mail                                                           | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events                                                                                                                                                                                                                                                                                               |     |
| Personnel files                                                       | Information relating to staff employment                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
| Phonics play                                                          | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn                                                                                                                                                                                                                                                                                                                                                              |     |
| Photographs and videos of staff and pupils.                           | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.                                                                                                                                                                                                                                                                                                                                                                    |     |
| Provision Map Writer - Edukey                                         | Online provision map writing tool.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | yes |
| Recruitment information                                               | Part of the job application process                                                                                                                                                                                                                                                                                                                                                                                                                                                        | yes |
| Registers                                                             | Daily register, after school club registers, lunch register                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| School360                                                             | Learning platform for Northumberland schools with links to 3rd party educational resource providers.                                                                                                                                                                                                                                                                                                                                                                                       | 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.                                                                                                                                                                                                                                                                                                                                                                                      |     |
| Spelling Frame                                                        | Spellingframe includes all the words - both statutory and the example words - from the National Curriculum                                                                                                                                                                                                                                                                                                                                                                                 |     |

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|                              | <p>for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features.</p> |     |
| TACPAC                       | TACPAC draws together touch and music to create a structured half hour of sensory communication between two people. TACPAC creates sensory alignment and helps people of any age who have sensory impairment, for example, visual impairment, developmental delay, complex learning difficulties, Sensory Processing Disorder (SPD) or limited or pre-verbal levels of communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| Tapestry                     | An online journal recording all the learning and fun of children's early years education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
| Thrive                       | Social and Emotional Screening Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | yes |
| Times Tables Rock Stars      | Online times tables practice and testing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | yes |

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|                                                    | 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. |  |
| Widget                                             | Communication Symbol Software                                                                                                                                                                                                                                                                                                                                                                   |  |
| Catering - In School Recording System - electronic | Records of school meal requirements, payments and dietary information                                                                                                                                                                                                                                                                                                                           |  |

System used: Accident book

|                                   |                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First 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

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| <b>Owner</b>               | Seaton Sluice First 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><li>• First aid</li><li>• Circumstances</li><li>• Action taken</li><li>• Witness information</li><li>•</li></ul> <b>Staff member</b> <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></ul> |



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| <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                                                       |

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| <b>System used: Assessment Records</b> |                                                                                                                                                                                                                         |
| <b>Owner</b>                           | Seaton Sluice First School                                                                                                                                                                                              |
| <b>Description</b>                     | Electronic and paper mark books                                                                                                                                                                                         |
| <b>Personal Data Items</b>             | <b>Child</b> <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                                                                                                                                                                                                                 |

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

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| <b>System used: BBC Bitesize</b> |                                                                            |
| <b>Owner</b>                     | Seaton Sluice First School                                                 |
| <b>Description</b>               | BBC Bitesize is a free online study support resource designed to help with |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                                   | learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| <b>Personal Data Items</b>        | <p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <p><b>child</b></p> <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>System used: CCTV</b>          |                                                                                                                                                                                                                                                |
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                     |
| <b>Description</b>                | CCTV                                                                                                                                                                                                                                           |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Images</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Images</li> </ul> <p><b>Visitor</b></p> <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                                                                                                                                                                                                     |

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| <b>System used: Class Dojo</b> |                                                                                                                                                                             |
| <b>Owner</b>                   | Seaton Sluice First School                                                                                                                                                  |
| <b>Description</b>             | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers. |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• email</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• School address</li> <li>• Geo Location</li> <li>• Photos, Videos, Docs and audio</li> <li>• IP address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Password</li> <li>• Age</li> <li>• School</li> <li>• IP Address</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• Email address</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• Geo location</li> <li>• IP Address</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to the online curriculum and classroom management? tools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Who is data shared with?</b>   | Shared within school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <b>System used: Consent for educational visits</b> |                                                                                                                                                                                                               |
| <b>Owner</b>                                       | Seaton Sluice First School                                                                                                                                                                                    |
| <b>Description</b>                                 | Consent information for all educational visits including day trips and residential visits                                                                                                                     |
| <b>Personal Data Items</b>                         | <p><b>Pupil</b></p> <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> </ul> |

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

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| <b>System used: CPOMS</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Owner</b>                      | Seaton Sluice First 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>                      | Seaton Sluice First 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                                                                                                        |

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

|                                   |                                                                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>System used: EVOLVE visits</b> |                                                                                                                                    |
| <b>Owner</b>                      | Seaton Sluice First 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> <p><b>Pupil</b></p> <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>                      | Seaton Sluice First School                                                                                                                                                                                                                                    |
| <b>Description</b>                | Internet / Network monitoring and reporting tool                                                                                                                                                                                                              |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• I/P address</li> <li>• URL's visited</li> </ul> <p><b>Teacher</b></p> <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 drive for education |                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                            | Seaton Sluice First 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>              | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>                                          |

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|                                   | <ul style="list-style-type: none"> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Governor</b></p> <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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| <b>System used: Governance</b>    |                                                                                                                                                                                                              |
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                   |
| <b>Description</b>                | Details of all members of the Governing Body                                                                                                                                                                 |
| <b>Personal Data Items</b>        | <p><b>Name</b></p> <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                                                                                                                                                                       |

|                                         |                                                                                                                                                                                                                                                                                          |
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| <b>System used: Health &amp; Safety</b> |                                                                                                                                                                                                                                                                                          |
| <b>Owner</b>                            | Seaton Sluice First 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> </ul> |

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

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>System used: Letter join</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description</b>                | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |
| <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>Name</li> <li>Class</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Class</li> </ul>                                                                                                                                                                                                                                                                                     |
| <b>Why is it being processed?</b> | To provide online access to a range of teaching and learning materials for staff and pupils.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Who is data shared with?</b>   | Not shared                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System used: Lexia</b> |                                                                                                                                                                                                                                                                                                                |
| <b>Owner</b>              | Seaton Sluice First 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. |



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| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System used: Lightspeed Internet Filtering</b> |                                                                                                                                                                                                                                                                                                                                                             |
| <b>Owner</b>                                      | Seaton Sluice First 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> <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                                                                                                                                                                                                                                                                                          |

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|---------------------------------|---------------------------------------------------------------|
| <b>Who is data shared with?</b> | School leadership, LSCB and police if serious incident occurs |
|---------------------------------|---------------------------------------------------------------|

| System used: Little Wandle        |                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                         |
| <b>Description</b>                | Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.                                                                                   |
| <b>Personal Data Items</b>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name, email address, telephone number</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name, unique pupil numbers, assessment data</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name, email address, telephone number</li> </ul> |
| <b>Why is it being processed?</b> | <a href="https://www.littlewandlelettersandsounds.org.uk/privacy-policy/">https://www.littlewandlelettersandsounds.org.uk/privacy-policy/</a>                                                                                                                                                                                                      |
| <b>Who is data shared with?</b>   | <a href="https://www.littlewandlelettersandsounds.org.uk/privacy-policy/">https://www.littlewandlelettersandsounds.org.uk/privacy-policy/</a>                                                                                                                                                                                                      |

| System used: Local Authority moderation of work |                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                                    | Seaton Sluice First 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> <p><b>Pupil</b></p> <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: Medical log          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First 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> <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: National Centre for Excellence in the Teaching of Mathematics (NCETM) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                                                                       | Seaton Sluice First 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>                                                         | <p><b>Staff</b></p> <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.                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|---------------------------------|--------------------------|
| <b>Who is data shared with?</b> | Tribal and school staff. |
|---------------------------------|--------------------------|

| System used: NFER                 |                                                                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                    |
| <b>Description</b>                | Assessment materials, reading test and pupil progress data                                                                                                                                                                                                                    |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Contact details</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• School</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To assess pupil attainment and help staff track progress and set targets.                                                                                                                                                                                                     |
| <b>Who is data shared with?</b>   | Not shared                                                                                                                                                                                                                                                                    |

| System used: Oak Academy          |                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First 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>        | <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <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: Parent mail |                            |
|--------------------------|----------------------------|
| <b>Owner</b>             | Seaton Sluice First School |
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|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Personal Data Items</b>        | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Title</li> <li>• e-mail</li> <li>• Gender</li> <li>• Telephone number</li> <li>• DOB</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• Title</li> <li>• Class</li> <li>• Gender</li> <li>• DOB</li> <li>• Address</li> <li>• DOB</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• email address</li> <li>• Title</li> <li>• Gender</li> <li>• Address</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to a range of communication and payment tools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Who is data shared with?</b>   | School staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|-------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>System used: Personnel files</b> |                                                                                                 |
| <b>Owner</b>                        | Seaton Sluice First School                                                                      |
| <b>Description</b>                  | Information relating to staff employment                                                        |
| <b>Personal Data Items</b>          | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> </ul> |

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

| System used: Phonics play         |                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                              |
| <b>Description</b>                | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn                                                                                                           |
| <b>Personal Data Items</b>        | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to online learning resources for pupils and staff.                                                                                                                                                                    |
| <b>Who is data shared with?</b>   | Staff                                                                                                                                                                                                                                   |

| System used: Photographs and videos of staff and pupils. |                                                                                                                                                                                                                  |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                                             | Seaton Sluice First 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> </ul> |

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

| System used: Provision Map Writer - Edukey |                                                                                                                                                                                                                                                           |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                               | Seaton Sluice First School                                                                                                                                                                                                                                |
| <b>Description</b>                         | Online provision map writing tool.                                                                                                                                                                                                                        |
| <b>Personal Data Items</b>                 | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• school</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes</li> <li>• Year</li> <li>• SEND details</li> </ul> |
| <b>Why is it being processed?</b>          | To provide teachers with an online tool for provision mapping for pupils with special educational needs and disabilities.                                                                                                                                 |
| <b>Who is data shared with?</b>            | Internally with staff.                                                                                                                                                                                                                                    |

| System used: Recruitment information |                                                                                                                                                                                                                                                                                   |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                         | Seaton Sluice First School                                                                                                                                                                                                                                                        |
| <b>Description</b>                   | Part of the job application process                                                                                                                                                                                                                                               |
| <b>Personal Data Items</b>           | <p><b>Name</b></p> <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>                      | Seaton Sluice First School                                                                                                                                             |
| <b>Description</b>                | Daily register, after school club registers, lunch register                                                                                                            |
| <b>Personal Data Items</b>        | <p><b>Child</b></p> <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: School360            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Description</b>                | Learning platform for Northumberland schools with links to 3rd party educational resource providers.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <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> <p><b>Staff</b></p> <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: Send Paper Records |                                                     |
|---------------------------------|-----------------------------------------------------|
| <b>Owner</b>                    | Seaton Sluice First School                          |
| <b>Description</b>              | Records relating to individual pupil's SEND history |
|                                 |                                                     |



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|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System used: SIMS</b>   |                                                                                                                                                                                                                                                                                                         |
| <b>Owner</b>               | Seaton Sluice First 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> </ul> |

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|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <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> <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>                                           | Seaton Sluice First School |

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|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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                                                                                                                         |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System used: Spelling Frame</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Owner</b>                       | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Description</b>                 | <p>Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features.</p> |
| <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://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf">https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Who is data shared with?</b>    | <a href="https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf">https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| System used: TACPAC               |                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                                                           |
| <b>Description</b>                | TACPAC draws together touch and music to create a structured half hour of sensory communication between two people. TACPAC creates sensory alignment and helps people of any age who have sensory impairment, for example, visual impairment, developmental delay, complex learning difficulties, Sensory Processing Disorder (SPD) or limited or pre-verbal levels of communication |
| <b>Personal Data Items</b>        | <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul>                                                                                                                                                                                                                                                                                               |
| <b>Why is it being processed?</b> | <a href="https://tacpac.co.uk/privacy-policy/">https://tacpac.co.uk/privacy-policy/</a>                                                                                                                                                                                                                                                                                              |
| <b>Who is data shared with?</b>   | <a href="https://tacpac.co.uk/privacy-policy/">https://tacpac.co.uk/privacy-policy/</a>                                                                                                                                                                                                                                                                                              |

| System used: Tapestry             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description</b>                | An online journal recording all the learning and fun of children's early years education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Personal Data Items</b>        | <b>School</b> <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> <b>Pupil</b> <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> <li>• Address</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <b>Staff</b> <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: Thrive               |                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First School                                                                                                                                                                                                                                                                       |
| <b>Description</b>                | Social and Emotional Screening Programme                                                                                                                                                                                                                                                         |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <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> <p><b>Staff</b></p> <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>                         | Seaton Sluice First School                                                                                                                                                                                                                                                       |
| <b>Description</b>                   | Online times tables practice and testing.                                                                                                                                                                                                                                        |
| <b>Personal Data Items</b>           | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• School name</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <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: Visitor book |                            |
|---------------------------|----------------------------|
| <b>Owner</b>              | Seaton Sluice First School |

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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                                                                                                                                                                 |

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|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System used: White Rose Maths and Science</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Owner</b>                                     | Seaton Sluice First School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description</b>                               | 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. |
| <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><br><b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul><br><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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Who is data shared with?</b> | <a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a> |
|---------------------------------|---------------------------------------------------------------------------------------|

| System used: Widget               |                                                                                                 |
|-----------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Owner</b>                      | Seaton Sluice First 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: Catering - In School Recording System - electronic |                                                                                         |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Owner</b>                                                    | Seaton Sluice First School                                                              |
| <b>Description</b>                                              | Records of school meal requirements, payments and dietary information                   |
| <b>Personal Data Items</b>                                      | <b>Pupils</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> |
| <b>Why is it being processed?</b>                               | To ensure that the right number of meals and menu choices are ordered                   |
| <b>Who is data shared with?</b>                                 | No one                                                                                  |