


# Beaufront First School

# GDPR Privacy Notice Summary Report

# Date: 22/11/2026

Data Protection Officer: Linda Papaioannou

# Introduction

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

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

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

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

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

# Systems included in this report

| System Name | Description | Special Category |
|---|---|---|
| Accelerated Reader | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. | |
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| Ambition Portal | Registration for ECF and NPQ | |
| Assessment Records | Electronic and paper mark books | |
| 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 | |
| Bromcom | To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute. | yes |
| Busy Things | Online games & activities for learning | |
| Canva | Canva is an online design and publishing tool | |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| 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 | yes |

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| | day trips and residential visits | |
| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| Debbie Judd HR | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. | |
| DfE (Gov.uk) | The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA) | |
| DFE-Census and workforce Census | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all | |

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| | teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| ECT Manager | ECT Manager is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT induction process in one place. | |
| Ed Shed | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools | |
| Edenred | Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here’s a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital & SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked. | |
| Education Mutual | Staff absence protection for schools | |
| Egress | Intelligent Email Security protects against data breaches by engaging and empowering users without introducing friction. | |
| Eschools Website Provider | On-line school website building tool | |
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| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Kapow | Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials. | |
| 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. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Mathletics _ online numeracy activities | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and | |

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| | beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. | |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| 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. | |
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| National Online Safety.com | Member schools can access our ‘Safe Remote Education Hub’ created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing | |
| National Tutoring Programme (NTP) | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. | yes |
| Nereo (Matrix) | North East Regional Employers’ Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO’s function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. | |
| Nessy | Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards. | |
| Nessy - Literacy interventions | Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia | |
| NFER | Assessment materials, reading test and pupil progress data | |
| Northumberland School Readiness Passport | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child’s early life. | |
| Numbots- Maths Circle LTD | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. | |
| Nursery (Early Years) files | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week | yes |
| Oak Acadamy | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to | |

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| | coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. | |
| Oxford Owls | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds | |
| Padlet | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. | |
| Padlet | Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files | |
| 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 | |
| Performance Management | Staff appraisals | |
| Personnel files | Information relating to staff employment | |
| Photographs and videos of staff and pupils. | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. | |
| Places Leisure- School Swimming Management System | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. | yes |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
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| Reception Baseline Assessment (RBA) | The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| SAS - Staff absence Insurance | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional | |
| School Gateway | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. | |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Schoolcomms | Communication app for parents | |
| Scratch | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. | |

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| | It is provided free of charge. | |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| Senso Cloud | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal | |
| 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 Shed | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. | |
| Steplab | Targeted professional development sytem | yes |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Twinkl | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it. | |
| Vimeo | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player | |
| Visitor book | Log of all visitors into school / fire regulations | |
| White Rose Maths and Science | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're | yes |

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| | 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. | |
| Y4 Multiplication Check | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. | |
| Zoom | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. | |

| System used: Accelerated Reader | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Class<br>**Staff**<br>• Name |
| **Why is it being processed?** | To generate information on the reading abilities of pupils |
| **Who is data shared with?** | Not shared |

| System used: Accident book | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Log of accidents / minor injuries in school |
| **Personal Data Items** | **Pupil**<br>• Name<br>• class<br>• Injury<br>• first aid<br>• |
| **Why is it being processed?** | To record injuries in school |
| **Who is data shared with?** | Parents |

| System used: Accident Report Form | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | ACC1 form for reporting accidents to NCC |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Gender<br>• Address<br>• Telephone number<br>• Date and time of accident<br>• nature of injury<br>• Place of accident |

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| | • First aid<br>• Circumstances<br>• Action taken<br>• Witness information<br>•<br><br>**Staff member**<br><br>• Name<br>• Occupation<br>• DOB<br>• Gender<br>• Address<br>• Telephone number<br>• Date and time of injury<br>• nature of injury<br>• place of accident<br>• First aid<br>• Circumstances<br>• Action taken<br>• Witness information<br>• |
| **Why is it being processed?** | Statutory obligations to comply with Health and Safety regulations. |
| **Who is data shared with?** | NCC / parents |

| System used: Ambition Portal | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Registration for ECF and NPQ |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Contact Details<br>• Job Title |
| **Why is it being processed?** | https://www.ambition.org.uk/cookies/ |
| **Who is data shared with?** | https://www.ambition.org.uk/cookies/ |

| System used: Assessment Records | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Electronic and paper mark books |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Gender<br>• Disadvantaged cohort<br>• SEND Code |

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| | • Key Stage 2 Assessment data<br>• Internal Assessment Data |
| **Why is it being processed?** | To track student achievement and report to parents |
| **Who is data shared with?** | Parents |

| System used: BBC Bitesize | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| **Personal Data Items** | **teacher**<br>• Name<br>• email address<br>**child**<br>• Name<br>• Age<br>• Year group |
| **Why is it being processed?** | https://www.bbc.co.uk/usingthebbc/privacy/ |
| **Who is data shared with?** | https://www.bbc.co.uk/usingthebbc/privacy/ |

| System used: Bromcom | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Address<br>• Title |

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| | • Gender<br>• Class<br>• Year<br>• Parent/carer name and contact details<br>• UPN<br>• Dietary Requirements<br>• Medical Information<br>• Attendance/exclusion<br>• FSM<br>• SEN<br>• EAL & First Language<br>• Assessment Information<br>• Pupil Premium<br>• Child Protection Plan<br>• School history<br>• Looked After information<br>• Ethnicity<br>• Religion<br><br>**Staff**<br><br>• Name<br>• Address<br>• Phone number<br>• Email address<br>• Title<br>• Gender<br>• DOB<br>• NI Number<br>• Ethnicity<br>• Bank Account information<br>• Qualifications<br>• Disability and Medical Information<br>• Religion<br>• Martial status<br>• Language<br>• Passport information<br>• Dietary requirements<br>• Absences<br>• Car information<br>• Next of Kin<br>• Payroll number<br>• DBS Information |
| **Why is it being processed?** | https://bromcom.com/privacy-policy/ |
| **Who is data shared with?** | https://bromcom.com/privacy-policy/ |

| System used: Busy Things | |
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| **Owner** | Beaufront First School |
| **Description** | Online games & activities for learning |
| **Personal Data Items** | **Taecher** |

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| | • Name<br>• email<br><br>**Pupil**<br><br>• Name |
| **Why is it being processed?** | To allow use of the system |
| **Who is data shared with?** | Not Shared |

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

| System used: Child Protection Records - Electronic | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Records relating to child protection issues for individual pupils |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions |

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| | •<br><br>**Parents**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**Social Care Worker**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| System used: Class Dojo | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | 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. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Phone number<br>• email<br>• Password<br>• Device id<br>• Gender<br>• School<br>• School address<br>• Geo Location<br>• Photos, Videos, Docs and audio<br>• IP address<br><br>**Pupil** |

| | |
|---|---|
| | • Name<br>• Password<br>• Age<br>• School<br>• IP Address<br><br>**Parent/carer**<br><br>• Name<br>• Phone number<br>• Email address<br>• Password<br>• Device id<br>• Gender<br>• School<br>• Geo location<br>• IP Address |
| **Why is it being processed?** | To provide access to the online curriculum and classroom management? tools |
| **Who is data shared with?** | Shared within school |

| System used: Consent for educational visits | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Health conditions<br>• Medication<br>• Dietary requirements<br>• Contact information<br>• Family doctor |
| **Why is it being processed?** | To ensure school has up to date information when taking children off site |
| **Who is data shared with?** | NCC or medical practitioners / providers |

| System used: CPOMS | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management |

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| | and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Class<br>• Details of incident<br>• Admission Date<br>• DOB<br>• SEN, with status<br>• Medical Conditions<br>• UPN<br>• Pupil Premium<br>• Religion<br>• EAL<br>• LAC<br>• Year Group<br>• Ethnicity<br>• First Language<br>• Pregnancy<br>**Main contact**<br>• Name<br>• Telephone Number |
| **Why is it being processed?** | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| **Who is data shared with?** | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |

| System used: Data tracking spreadsheets | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Spreadhseets (excel) to track progress of children over the course of their school career. |
| **Personal Data Items** | **pupil**<br>• Name<br>• date of birth<br>• gender<br>• class<br>• year<br>• FSM<br>• SEN<br>• Assessment info |
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| **Why is it being processed?** | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements |
| **Who is data shared with?** | Different elemetns of data are shared with different parties including: other staff, Governors and parents |

| System used: Debbie Judd HR | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. |
| **Personal Data Items** | **Staff**<br>• Name<br>• All staff employment details |
| **Why is it being processed?** | https://debbiejuddhr.co.uk/about-us/ |
| **Who is data shared with?** | https://debbiejuddhr.co.uk/about-us/ |

| System used: DfE (Gov.uk) | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA) |
| **Why is it being processed?** | We receive your personal information indirectly from other organisations. For example, we collect information about: you, your learning and your achievements - we collect this information from educational settings like early years providers, schools, academies, independent schools, colleges and training providers and from your employer, if applicable children in need, children looked after and alternative provision - we collect this information from local authorities you to support research and to |

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| | safeguard children - we collect this information from other government departments, early years providers, schools, academies, independent schools, colleges and training providers your exam results - we receive this from awarding organisations and exam boards teachers and employees in educational settings or local authorities - we collect this information from the educational setting or local authorities |
| **Who is data shared with?** | https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information |

| System used: DFE-Census and workforce Census | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| **Personal Data Items** | **Staff**<br>• Name |
| **Why is it being processed?** | https://www.gov.uk/help/privacy-notice |
| **Who is data shared with?** | https://www.gov.uk/help/privacy-notice |

| System used: Dietary requirements information sheets | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Dietary information |
| **Why is it being processed?** | Health and safety - to avoid children coming into contact with specific foods |
| **Who is data shared with?** | n/a |

| System used: ECT Manager | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | ECT Manager is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT induction process in one place. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Job Role<br>• Contact Details |
| **Why is it being processed?** | To manage ECT induction |
| **Who is data shared with?** | https://www.ectmanager.com/privacy-notice/ |

| System used: Ed Shed | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://www.edshed.com/en-gb/privacy |
| **Who is data shared with?** | https://www.edshed.com/en-gb/privacy |

| System used: Edenred | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital |

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| | & SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked. |
| **Personal Data Items** | **parent**<br>• Name<br>**child**<br>• Name<br>• age |
| **Why is it being processed?** | https://www.edenred.co.uk/legal/legal-entity/privacy-policy/ |
| **Who is data shared with?** | https://www.edenred.co.uk/legal/legal-entity/privacy-policy/ |

| System used: Education Mutual | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Staff absence protection for schools |
| **Personal Data Items** | **Staff**<br>• Name<br>• DOB<br>• Gender<br>• Role<br>• Salary Band<br>• Contact name |
| **Why is it being processed?** | Used to provide school with contacts to manage membership (staff absence protection/insurance) |
| **Who is data shared with?** | School only - no third parties |

| System used: Egress | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Intelligent Email Security protects against data breaches by engaging and empowering users without introducing friction. |
| **Why is it being processed?** | Email security |
| **Who is data shared with?** | https://www.egress.com/legal/privacy-policy |

| System used: Eschools Website Provider | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | On-line school website building tool |
| **Personal Data Items** | **School Information** |

| | |
|---|---|
| | • Name<br>• Address<br>• Contact information<br>• Class names<br>• Staff names<br>• Governor names<br>• Year group information (planning, homework)<br>• Newsletters<br><br>**Pupil**<br><br>• Photographs<br>•<br>• |
| **Why is it being processed?** | To inform parents and the wider community about the life of the school |
| **Who is data shared with?** | The general public eschools is a public facing website |

| System used: EVOLVE visits | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• e-mail address<br>• IP address<br>• Location data<br>• Qualifications<br><br>**Pupil**<br><br>• Name<br>• Date of Birth<br>• UPN |
| **Why is it being processed?** | To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines. |
| **Who is data shared with?** | 'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.' |

| System used: Google Classroom | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | A free and easy tool helping educators efficiently manage and assess |

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| | progress, while enhancing connections with learners from school, from home, or on the go. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://policies.google.com/privacy?hl=en-GB#infocollect |
| **Who is data shared with?** | https://policies.google.com/privacy?hl=en-GB#infocollect |

| System used: Google drive for education | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Classes / groups<br>• Gmail address<br>**Pupil**<br>• Name<br>• Classes / groups<br>• Gmail address<br>**Governor**<br>• Name<br>• Gmail address |
| **Why is it being processed?** | To provide Google drive for education to staff, pupils and governors. |
| **Who is data shared with?** | Staff and Pupils |

| System used: Google Meet | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| **Personal Data Items** | **teacher**<br>• Name<br>• |

| | |
|---|---|
| | • <br><br>**child**<br><br>• Name |
| **Why is it being processed?** | https://policies.google.com/privacy?hl=en-GB |
| **Who is data shared with?** | https://policies.google.com/privacy?hl=en-GB |

| System used: Governance | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Details of all members of the Governing Body |
| **Personal Data Items** | **Name**<br><br>• Name<br>• Address<br>• Contact Details<br>• Photos<br>• Attendance at Meetings<br>• Pecuniary Interests |
| **Why is it being processed?** | Statutory Requirement |
| **Who is data shared with?** | Local Authority and the general public |

| System used: Health & Safety | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Child**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Visitor**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |

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|---|---|
| **Why is it being processed?** | To ensure Health and Safety Regulations are followed |
| **Who is data shared with?** | NCC, school staff and parents |

| System used: Huggg | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| **Personal Data Items** | **parent**<br>• Name<br>**child**<br>• Name<br>• age |
| **Why is it being processed?** | https://www.huggg.me/privacy |
| **Who is data shared with?** | https://www.huggg.me/privacy |

| System used: Interactive Resources | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Pupil / teacher online learning resources for Numeracy. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Class / Year group<br>• School<br>**Pupil**<br>• Name<br>• Class / Year group<br>• School |
| **Why is it being processed?** | Necessary to provide access to learning resources through School360 |
| **Who is data shared with?** | N/A |

| System used: Kapow | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials. |

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|---|---|
| **Personal Data Items** | **Staff Member/User**<br><br>• Name<br>• Title<br>• Username / similar identifier |
| **Why is it being processed?** | From Kapow's privacy notice: We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances: Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation. |
| **Who is data shared with?** | From Kapow's privacy notice: 'We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above. Specific third parties including financial auditors, legal advisors, marketing agencies engaged to promote our business and products Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.' |

| System used: Lexia | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | 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. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Job title<br>• School<br>• Address<br>• Telephone number<br>• e-mail address<br>• IP address<br>• Browser information<br>•<br><br>**School**<br><br>• Name<br>• Payment details<br>• Usage data<br><br>**Pupil**<br><br>• Name |

| | |
|---|---|
| | • Age<br>• Class<br>• Group |
| **Why is it being processed?** | To provide access for staff and pupils to a comprehensive range of teaching resources |
| **Who is data shared with?** | Staff |

| System used: Lightspeed Internet Filtering | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School<br><br>**Pupil**<br><br>• Name<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School |
| **Why is it being processed?** | Statutory requirement to filter Internet services for school users |
| **Who is data shared with?** | School leadership, LSCB and police if serious incident occurs |

| System used: Local Authority moderation of work | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |
| **Personal Data Items** | **School**<br><br>• Name<br><br>**Staff**<br><br>• Initials<br><br>**Pupil** |

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|---|---|
| | • Initials<br>• Gender<br>• Unique pupil number (UPN) |
| **Why is it being processed?** | As part of the statutory? requires for assessment and moderation in schools |
| **Who is data shared with?** | Other NCC staff |

| System used: Looked After Children Records - Electronic | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br><br>**Parents & Carers**<br><br>• Name<br>• Contact Details<br>• Address<br>•<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving school |

| System used: Looked After Children Records - Paper | |
|---|---|
| **Owner** | Beaufront First School |
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|---|---|
| **Description** | Information relating to children who are Looked After |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br>•<br>**Parents & Carers**<br>• Name<br>• Contact Details<br>• Address<br>•<br>**Staff**<br>• Name<br>• Position<br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving School |

| System used: Mathletics _ online numeracy activities | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• School<br>• Year group |

| | |
|---|---|
| | • Test results<br><br>**Staff**<br><br>• Name<br>• School |
| **Why is it being processed?** | To Provide secure individual access to the online learning materials |
| **Who is data shared with?** | School staff |

| System used: Medical Files - Electronic | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To ensure access to education |
| **Who is data shared with?** | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

| System used: Medical Files - Paper | |
|---|---|
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| | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• address<br>• Contact details |
| **Why is it being processed?** | To ensure access to education |
| **Who is data shared with?** | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |

| System used: Medical log | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Inhaler / medication information (doseage)<br>• DOB<br>• Class<br>• Medical condition<br>• Signs and symptoms<br>• Treatment |

| | |
|---|---|
| | • Parental consent<br>• Name of medication and dose<br>• Side effects<br>• Storage requirements<br>• Special equipment<br>• Testing needed<br>• Access to food drink<br>• Dietary requirement<br>• Staff support<br>• Contingency arrangements<br>• Family / emergency contacts<br>• Hazard<br>• Risk<br>• Control measures / risk evaluation |
| **Why is it being processed?** | Health and safety of child |
| **Who is data shared with?** | Staff, NCC and NHS professionals |

| System used: Microsoft Teams | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://privacy.microsoft.com/en-us/privacystatement |
| **Who is data shared with?** | https://privacy.microsoft.com/en-us/privacystatement |

| System used: MS Office Suite | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Classes<br>**Pupil**<br>• Name<br>**Governor**<br>• Name |
| **Why is it being processed?** | To provide OneDrive for education to staff, pupils and governors. |
| **Who is data shared with?** | N/A |

| System used: National Centre for Excellence in the Teaching of Mathematics (NCETM) | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| **Personal Data Items** | **Staff**<br>• Name<br>• email address<br>• School |
| **Why is it being processed?** | To provide access to the wide range of resources available online. |
| **Who is data shared with?** | Tribal and school staff. |

| System used: National Online Safety.com | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing |
| | |

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|---|---|
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• Email |
| **Why is it being processed?** | |
| **Who is data shared with?** | https://nationalonlinesafety.com/privacy-notice |

| System used: National Tutoring Programme (NTP) | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• SEN Status<br>• PP Funding Status<br>• Attainment Level<br>• Special Learning Needs<br>• Safeguarding Info/Risk Assessments |
| **Why is it being processed?** | To perform the services of the National Tutoring Programme |
| **Who is data shared with?** | https://nationaltutoring.org.uk/legal/privacy-notice/ |

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

| System used: Nessy | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name<br>**child**<br>• Name |
| **Why is it being processed?** | https://www.nessy.com/uk/privacy-policy/ |
| **Who is data shared with?** | https://www.nessy.com/uk/privacy-policy/ |

| System used: Nessy - Literacy interventions | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Year group<br>• Test results |
| **Why is it being processed?** | To create a secure log in for individual pupils to access Online Literacy intervention materials. |
| **Who is data shared with?** | Not shared |

| System used: NFER | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Assessment materials, reading test and pupil progress data |
| **Personal Data Items** | **Staff**<br>• Name |

| | |
|---|---|
| | • School<br>• Contact details<br><br>**Pupil**<br><br>• Name<br>• Date of birth<br>• School<br>• Performance data |
| **Why is it being processed?** | To assess pupil attainment and help staff track progress and set targets. |
| **Who is data shared with?** | Not shared |

| System used: Northumberland School Readiness Passport | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Gender<br>• Date of Birth<br>• Unique Identifier<br>• PP Information<br>• Entitlement of hours<br>• Special Needs Information<br>• Development Progress<br>• |
| **Why is it being processed?** | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| **Who is data shared with?** | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

| System used: Numbots- Maths Circle LTD | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Year Group<br>• Maths Class |

| | |
|---|---|
| | **School**<br><br>• Name<br>• Address<br><br>**Teachers**<br><br>• Name<br>• Email Address |
| **Why is it being processed?** | https://ttrockstars.com/page/privacy |
| **Who is data shared with?** | https://ttrockstars.com/page/privacy |

| System used: Nursery (Early Years) files | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Gender<br>• Address<br>• Documents seen / recorded<br>• Parents Nat. Insurance Number<br>• Eligibility code<br>• Religion<br>• Email address<br>• Telephone number<br>• Parent work details<br>• Emergency contact details<br>• Former placements<br>• Medical information<br>• Ethnic origin<br>• SEN information<br>• EAL<br>• Armed forces<br>• Meal arrangements<br>• Parental consent: medicine, photos, website, school publications, press, local excursions<br>• Start dates<br>• Desired sessions |
| **Why is it being processed?** | To ensure registration of chidlren into school and that children receive their entitlements |
| **Who is data shared with?** | School staff, NCC, outside agencies as required |

| System used: Oak Acadamy | |
|---|---|

| | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Pupil**<br>• Name<br>• Age |
| **Why is it being processed?** | https://privacy.thenational.academy/ |
| **Who is data shared with?** | https://privacy.thenational.academy/ |

| System used: Oxford Owls | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name<br>**Child**<br>• Name<br>• Age |
| **Why is it being processed?** | https://global.oup.com/privacy?cc=us |
| **Who is data shared with?** | https://global.oup.com/privacy?cc=us |

| System used: Padlet | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. |

| | |
|---|---|
| **Personal Data Items** | **Child**<br>• Name<br>**Staff**<br>• Name |
| **Why is it being processed?** | https://padlet.com/ |
| **Who is data shared with?** | https://privacy.commonsense.org/evaluation/padlet |

| System used: Padlet | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Teacher |
| **Why is it being processed?** | To facilitate learning |
| **Who is data shared with?** | Business providers e.g.billing |

| System used: Parent mail | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | 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 |
| **Personal Data Items** | **School**<br>• Name<br>• School email address<br>**Staff**<br>• Name<br>• Class<br>• Title<br>• e-mail<br>• Gender<br>• Telephone number<br>• DOB<br>• School address |

| | |
|---|---|
| | **Pupil**<br><br>• Name<br>• Year<br>• Parent/carer name<br>• Title<br>• Class<br>• Gender<br>• DOB<br>• Address<br>• DOB<br><br>**Parent/carer**<br><br>• Name<br>• Telephone number<br>• email address<br>• Title<br>• Gender<br>• Address |
| **Why is it being processed?** | To provide access to a range of communication and payment tools |
| **Who is data shared with?** | School staff |

| System used: Performance Management | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Staff appraisals |
| **Why is it being processed?** | To assist SLT in reviewing performance |
| **Who is data shared with?** | Staff member |

| System used: Personnel files | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Information relating to staff employment |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Address<br>• Telephone number<br>• e-mail address<br>• National Insurance Number<br>• Qualifications<br>• DOB<br>• Contract<br>• Payroll no.<br>• Employment history<br>• References |

| | |
|---|---|
| | • Leave of absence<br>• DBS checked |
| **Why is it being processed?** | Necessary for employment |
| **Who is data shared with?** | NCC and/or HR provider and/or Payroll provider |

| System used: Photographs and videos of staff and pupils. | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Photograph<br>• Video<br><br>**Pupil**<br><br>• Photograph (unnamed)<br>• Video (unnamed)<br><br>**Governor**<br><br>• Name<br>• Photograph |
| **Why is it being processed?** | To celebrate the life and work of the school. |
| **Who is data shared with?** | The public |

| System used: Places Leisure- School Swimming Management System | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
| **Personal Data Items** | **Child** |

| | |
|---|---|
| | • Name<br>• UPN<br>• Year Group<br>• DOB<br>• Gender<br>• SEN information<br>• Medical Needs<br>• EAL<br>• Pupil Premium |
| **Why is it being processed?** | To capture the progress of children in swimming |
| **Who is data shared with?** | N/A |

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | A website linked to the scheme Read Write Inc which includes a staff portal. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Address<br>• Email<br>• Telephone Number<br>• Role |
| **Why is it being processed?** | https://www.ruthmiskin.com/en/privacy-policy/ |
| **Who is data shared with?** | https://www.ruthmiskin.com/en/privacy-policy/ |

| System used: Reception Baseline Assessment (RBA) | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• DOB<br>• Unique Pupil Number (UPN)<br>• Sex<br>• Results from the assessment |
| **Why is it being processed?** | For the RBA, STA will use the child's information as part of STA's public task in providing a statutory assessment. |
| **Who is data shared with?** | https://www.gov.uk/government/publications/reception-baseline-assessment-privacy-notice/reception-baseline-assessment-privacy-notice-for-pupil-data-from-september-2025#:~:text=about%20your%20child-,What%20da |

| | |
|---|---|
| | ta%20will%20be%20collected?,results%20from%20the%20assessment |

| System used: Recruitment information | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<br>• Name<br>• DOB<br>• Address<br>• Educational establishments attended<br>• Qualifications<br>• Disciplinary Records<br>• Appraisal Records<br>• Salary information |
| **Why is it being processed?** | As part of the recruitment process |
| **Who is data shared with?** | Governors/ shortlisting panel/ SIP/ HR |

| System used: Registers | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Daily register, after school club registers, lunch register |
| **Personal Data Items** | **Child**<br>• Name<br>• Address<br>• Date of Birth<br>• Lunch Status<br>• Attendance |
| **Why is it being processed?** | To monitor children's attendance - legal obligation. |
| **Who is data shared with?** | School staff, after school club providers |

| System used: Safeguarding Records - Electronic | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status |

| | |
|---|---|
| | • Educational Needs<br>• Child Protection Plan/Actions<br><br>**Parent/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**Social Care Worker**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

| System used: Safeguarding Records - Paper | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br><br>**Parent/Carers**<br><br>• Name<br>• Address<br>• Contact Details |

| | |
|---|---|
| | **Staff**<br><br>• Name<br>• Position<br><br>**Social Care Worker**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

| System used: SAS - Staff absence Insurance | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Date of Birth |
| **Why is it being processed?** | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |
| **Who is data shared with?** | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |

| System used: School Gateway | |
|---|---|

| | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. |
| **Personal Data Items** | **parent**<br>• Name<br>• email<br>**child**<br>• Name<br>• Date of birth<br>• medical condition |
| **Why is it being processed?** | https://schoolcomms.com/privacy-policy/ |
| **Who is data shared with?** | https://schoolcomms.com/privacy-policy/ |

| System used: School meals identification | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Identification of pupils for meals |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Photograph<br>• Dietary requirement |
| **Why is it being processed?** | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies. |
| **Who is data shared with?** | Not shared |

| System used: School360 | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• School id<br>• Class/Group<br>• Year<br>• UPN (Unique Pupil Number) |

| | |
|---|---|
| | • Gender<br>• Attendance (If School360 used for registration)<br>• Pupil concern reports<br>• EYFS reflections<br><br>**Staff**<br><br>• Name<br>• Staff Alternative e-mail address<br>• Teacher pupil notes |
| **Why is it being processed?** | To facilitate setting up and access to the County learning platform - School360 |
| **Who is data shared with?** | SIMs Wonde Frog Learning Just2easy Interactive Resources |

| System used: Schoolcomms | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Communication app for parents |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Attendance data<br><br>**Parent**<br><br>• Name<br>• Address<br>• e-mail address<br>• Mobile number |
| **Why is it being processed?** | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules. |
| **Who is data shared with?** | 'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.' |

| System used: Scratch | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the |

| | |
|---|---|
| | 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name<br>•<br>• Age<br>**Parent**<br>• Name |
| **Why is it being processed?** | https://scratch.mit.edu/privacy_policy |
| **Who is data shared with?** | https://scratch.mit.edu/privacy_policy |

| System used: SEND electronic records | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Records relating to Special Educational Needs and Disability for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• SEND History<br>**Parents / Carers**<br>• Name<br>• Address<br>• Contact details<br>**Staff**<br>• Name<br>• Position<br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address |

| | |
|---|---|
| | • Contact details |
| **Why is it being processed?** | To ensure appropriate levels of support for the student in relation SEND needs |
| **Who is data shared with?** | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |

| System used: Send Paper Records | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Records relating to individual pupil's SEND history |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date Of Birth<br>• Address<br>• Medical Information<br>• Health & Social Care<br>• Specific Educational Needs<br>• Interventions In Place<br><br>**Parents**<br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support educational entitlement to meet statutory obligations |
| **Who is data shared with?** | Case workers, Parents, local Authority and Receiving Schools |

| System used: Senso Cloud | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset |

| | |
|---|---|
| | Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal |
| **Personal Data Items** | **User**<br><br>• Name<br>• Marital status<br>• Title<br>• DOB<br>• Gender<br>• Address<br>• Email Address<br>• Telephone number |
| **Why is it being processed?** | For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation. |
| **Who is data shared with?** | External third parties - details and lawful basis all set out on website privacy notice. |

| System used: SIMS | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date of birth<br>• Address<br>• Title<br>• Gender<br>• Class<br>• Year<br>• Parent/carer name<br>• UPN<br>• Dietary Requirements<br>• Medical information<br>• Attendance/exclusion<br>• FSM<br>• SEN<br>• Assessment information<br>• Child Protection Plan<br>• School history<br>• Looked After Information<br><br>**Parent/Carer**<br><br>• Name<br>• Address |

| | |
|---|---|
| | • Phone number<br>• email address<br>• Gender<br>• Title<br>• DOB<br>• Parental responsibility<br>• Language<br>• Occupation<br><br>**Staff**<br><br>• Name<br>• Address<br>• Phone number<br>• email address<br>• Title<br>• Gender<br>• DOB<br>• NI Number<br>• Ethnicity<br>• Bank Account Information<br>• Qualifications<br>• Disability & Medical Information<br>• Religion<br>• Marital status<br>• Language<br>• Passport Information<br>• Dietary requirements<br>• Absences<br>• Car information<br>• Next of Kin<br>• Payroll number<br>• DBS Information |
| **Why is it being processed?** | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements. |
| **Who is data shared with?** | Parents |

| System used: Social media sites e.g. Twitter, Facebook | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| **Personal Data Items** | **Pupil**<br><br>• Photos (unnamed)<br>• Videos (unnamed)<br>• School name<br>• Classes |
| **Why is it being processed?** | Unnamed photos of pupils and their work are used on the site |
| | |

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|---|---|
| **Who is data shared with?** | Information shared with parents |

| System used: Spelling Shed | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. |
| **Personal Data Items** | **Child**<br>• Name<br>• Age<br>•<br>**Parent**<br>• Name<br>• Contact Details |
| **Why is it being processed?** | https://www.edshed.com/en-gb/privacy |
| **Who is data shared with?** | https://www.edshed.com/en-gb/privacy |

| System used: Steplab | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Targeted professional development sytem |
| **Personal Data Items** | **Staff**<br>• Name<br>• Gender<br>• Race<br>• DoB<br>• Title<br>• School Role<br>• Subject Taught<br>• URN<br>• Coaching data<br>• Email<br>• Telephone Number |
| **Why is it being processed?** | To support professional development |
| **Who is data shared with?** | https://steplab.co/support/policies/privacy |

| System used: Times Tables Rock Stars | |
|---|---|
| **Owner** | Beaufront First School |

| | |
|---|---|
| **Description** | Online times tables practice and testing. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Email address<br>• School name<br>• School address<br>**Pupil**<br>• Name<br>• Year group<br>• Maths group |
| **Why is it being processed?** | To provide access to online learning tool. |
| **Who is data shared with?** | Staff |

| System used: Twinkl | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**child**<br>• Name |
| **Why is it being processed?** | https://www.twinkl.co.uk/legal |
| **Who is data shared with?** | https://www.twinkl.co.uk/legal |

| System used: Vimeo | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player |
| **Personal Data Items** | **Teacher** |

| | |
|---|---|
| | • Name<br><br>**Child**<br><br>• Name |
| **Why is it being processed?** | https://vimeo.com/privacy |
| **Who is data shared with?** | https://vimeo.com/privacy |

| System used: Visitor book | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Log of all visitors into school / fire regulations |
| **Personal Data Items** | **Visitor**<br><br>• Name<br>• Date and time<br>• Car registration<br>• Purpose of visit<br>• Company<br>• |
| **Why is it being processed?** | Safeguarding, health and safety, fire regulations |
| **Who is data shared with?** | School staff, visitors |

| System used: White Rose Maths and Science | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• Date of Birth<br>• Gender<br>• Email address<br>• Payment details<br><br>**Child**<br><br>• Name |

| | |
|---|---|
| | • Age<br>• Gender<br>• Email address<br><br>**Parent**<br><br>• Name<br>• Age<br>• Gender<br>• Email address<br>• |
| **Why is it being processed?** | https://whiterosemaths.com/privacy/ |
| **Who is data shared with?** | https://whiterosemaths.com/privacy/ |

| System used: Y4 Multiplication Check | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| **Personal Data Items** | **child**<br><br>•<br>• Name |
| **Why is it being processed?** | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| **Who is data shared with?** | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |

| System used: Zoom | |
|---|---|
| **Owner** | Beaufront First School |
| **Description** | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Parent**<br><br>• Name |
| **Why is it being processed?** | https://zoom.us/trust |

| | |
|---|---|
| **Who is data shared with?** | https://zoom.us/trust |