

Broomhaugh C of E First School

GDPR Privacy Notice Summary Report

Date: 13/11/2026

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
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
BBC Bitesize	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams	
BBC Super Movers	Fun curriculum linked resources to get your class moving while they learn	
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Bikeability	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England	
Busy Things	Online games & activities for learning	
Canva	Canva is an online design and publishing tool	
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning	
Child Protection Records - Electronic	Records relating to child protection issues for individual pupils	yes
Child Protection Records - Paper	Records relating to child protection issues for individual pupils	yes

Classroom Secrets	Classroom Secrets was founded by Claire and Ed Riley in 2013 after Claire took a supply role in a primary school. Being a trained secondary school teacher of performing arts, Claire was used to differentiating by outcome rather than by activity. When planning for her Year 4 class, she came across a problem – the activities and resources available did not allow all children in the same class to access them. Claire was used to providing the same activity for all children, with a choice of levels that would suit each child. And with that, the idea for Classroom Secrets was born… Based in Claire and Ed's hometown of Halifax, we have seen rapid growth since the spring of 2018. We now have over 50 employees working hard on a daily basis to bring you resources that help children learn and teachers reduce their workloads.	
CLPE	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.	
Commando Joes	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.	yes
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for 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.	
Developing Experts	Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation, handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child’s progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home.	
DfE (Gov.uk)	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)	
DFE-Census and workforce Census	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there’s a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for	

	children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.	
Dietary requirements information sheets	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
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.	
Eschools Website Provider	On-line school website building tool	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Explorify	Explorify is changing the way primary science is being taught in schools Our free resource of engaging, creative science activities has been designed to spark curiosity, discussion and debate. From video to hands-on activities, it's easy to get Explorifying!	
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 Gemini	Google AI assistant	yes
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	

Hamilton Trust	Hamilton Trust is a UK charity working to support inspirational teaching and learning through its website and projects. Mike O'Regan founded Hamilton in 1988 to support the education of children in the Blackbird Leys, Rose Hill and Barton estates in Oxford - children whose educational potential had long been underestimated. Hamilton aims to enable children from areas of socio-economic disadvantage to create for themselves the life opportunities they deserve through high-quality education and high expectations. Hamilton continues to work closely with primary schools in Oxford and to derive enormous amounts of inspiration for improving educational opportunities from doing so. Professor Ruth Merttens joined Hamilton in 1996 as Co-director. With Mike, she set up and directed the Hamilton Maths and Reading Projects to boost those subjects in Oxford schools located in areas of significant deprivation. As word leaked out about Hamilton's planning materials, demand for them spread, and Hamilton started providing them to teachers in other schools. These formed the basis of Hamilton's original 'Save teachers' Sundays!' website, which enabled a much wider audience to access these plans. Hamilton's website continues to provide high quality, fully adaptable planning and resources to primary school teachers to help them teach robust and engaging lessons. Hamilton also supports and runs various education projects that provide support to its local community and across the country.	
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.	
IRIS	Software solutions for accountancy, payroll, HR management, Education management, financial management and biometric systems and technology.	yes
Language Angels	Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to	

	enable you to teach the language of your choice throughout the whole of your primary school.	
Letter join	Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, 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.	
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.	
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.	
Nuffield Early Language	The Nuffield Foundation is an independent charitable	yes

Intervention (NELI)	trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research.	
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 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	
ParentPay	ParentPay is an online payment service for schools and families.	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Performance Management	Staff appraisals	
Personnel files	Information relating to staff employment	
Phonics play	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	

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
Purple Mash	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
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
School's Mutual	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
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.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Teach your Monster to Read	Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn to read.	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes

Times Tables Rock Stars	Online times tables practice and testing.	
Tootoot	tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face.	
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.	
Virtual College	Online training that saves you time and money Looking for high quality compliance and professional development training? Our vast library of accredited and certified online courses can help. Covering everything from food safety, safeguarding, health and safety through to personal development and leadership & management, our online courses are simple, cost-effective and accessible for all.	
Visitor book	Log of all visitors into school / fire regulations	
White Rose Maths and Science	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Wordshark/ Numbershark	To develop innovative, stimulating and flexible computer programs which assist the memory in acquiring literacy and numeracy: both with and without specialist teaching support. Wordshark and Numbershark were ground-breaking in their approach to teaching children with SEN using computers	
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: Accident book	
Owner	Broomhaugh C of E First School
Description	Log of accidents / minor injuries in school
Personal Data Items	**Pupil** • Name • class • Injury • first aid •
Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

System used: Accident Report Form	
Owner	Broomhaugh C of E First School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	**Pupil** • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • **Staff member** • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information

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Why is it being processed?	Statutory obligations to comply with Health and Safety regulations.
Who is data shared with?	NCC / parents

System used: Assessment Records	
Owner	Broomhaugh C of E First School
Description	Electronic and paper mark books
Personal Data Items	**Child** • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents

System used: Attendance file	
Owner	Broomhaugh C of E First School
Description	Attendance information about pupils and classes
Personal Data Items	**Pupil** • Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

System used: BBC Bitesize	
Owner	Broomhaugh C of E 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** • Name • email address **child** • Name • Age • Year group
Why is it being processed?	https://www.bbc.co.uk/usingthebbc/privacy/
Who is data shared with?	https://www.bbc.co.uk/usingthebbc/privacy/

System used: BBC Super Movers	
Owner	Broomhaugh C of E First School
Description	Fun curriculum linked resources to get your class moving while they learn
Personal Data Items	**Teacher** • Name • Email
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: Behaviour Files - Paper (in class)	
Owner	Broomhaugh C of E First School
Description	Information relating to the behaviours of particular pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status

	• **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To ensure access to education appropriate to needs
Who is data shared with?	External support workers as applies

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

System used: Busy Things	
Owner	Broomhaugh C of E First School
Description	Online games & activities for learning
Personal Data Items	**Taecher** • Name • email **Pupil** • Name
Why is it being processed?	To allow use of the system
Who is data shared with?	Not Shared

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

System used: Charanga	
Owner	Broomhaugh C of E First School
Description	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning
Personal Data Items	**Staff** • Name • School • email address • Mobile phone umber • Pupils groups **Pupil** • Name • School • Assessment information
Why is it being processed?	To provide online access to teaching and learning materials.

Who is data shared with?	Shared with partner company Soundation AB

System used: Child Protection Records - Electronic	
Owner	Broomhaugh C of E First School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • **Parents** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Child Protection Records - Paper	
Owner	Broomhaugh C of E First School
Description	Records relating to child protection issues for individual pupils

Personal Data Items	**Pupils** • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Classroom Secrets	
Owner	Broomhaugh C of E First School
Description	Classroom Secrets was founded by Claire and Ed Riley in 2013 after Claire took a supply role in a primary school. Being a trained secondary school teacher of performing arts, Claire was used to differentiating by outcome rather than by activity. When planning for her Year 4 class, she came across a problem – the activities and resources available did not allow all children in the same class to access them. Claire was used to providing the same activity for all children, with a choice of levels that would suit each child. And with that, the idea for Classroom Secrets was born… Based in Claire and Ed's hometown of Halifax, we have seen rapid

	growth since the spring of 2018. We now have over 50 employees working hard on a daily basis to bring you resources that help children learn and teachers reduce their workloads.
Personal Data Items	**Teacher** • Name • • **child** • Name
Why is it being processed?	https://classroomsecrets.co.uk/privacy-policy/
Who is data shared with?	https://classroomsecrets.co.uk/privacy-policy/

System used: CLPE	
Owner	Broomhaugh C of E First School
Description	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.
Personal Data Items	**Teacher** • Name
Why is it being processed?	https://clpe.org.uk/content/privacy-cookies
Who is data shared with?	https://clpe.org.uk/content/privacy-cookies

System used: Commando Joes	
Owner	Broomhaugh C of E First School
Description	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.
Why is it being processed?	To track the impact of the program on the children.
Who is data shared with?	https://commandojoes.co.uk/privacy-policy/

System used: Consent for educational visits	

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

System used: CPOMS	
Owner	Broomhaugh C of E 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 and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	**Pupil** • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy **Main contact**

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

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

System used: Debbie Judd HR	
Owner	Broomhaugh C of E 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** • Name • 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: Developing Experts	
Owner	Broomhaugh C of E First School
Description	Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation, handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child's progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home.
Personal Data Items	**School** • Name **Staff** • Name • Email address **Pupil** • Name • email address • In app assessments **Parent** • Name • Address • Email address • Phone number
Why is it being processed?	To provide online access to a wide range of teaching and learning materials for Staff, pupils and parents.
Who is data shared with?	Not shared

System used: DfE (Gov.uk)	
Owner	Broomhaugh C of E 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 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	Broomhaugh C of E 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** • 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	Broomhaugh C of E First School

Description	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)
Personal Data Items	**Pupil** • Name • DOB • Dietary information
Why is it being processed?	Health and safety - to avoid children coming into contact with specific foods
Who is data shared with?	n/a

System used: Edenred	
Owner	Broomhaugh C of E 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 & 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** • Name **child** • Name • 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: Eschools Website Provider	
Owner	Broomhaugh C of E First School
Description	On-line school website building tool
Personal Data Items	**School Information** • Name • Address • Contact information • Class names

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

System used: EVOLVE visits	
Owner	Broomhaugh C of E 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** • Name • e-mail address • IP address • Location data • Qualifications **Pupil** • Name • Date of Birth • UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Explorify	
Owner	Broomhaugh C of E First School
Description	Explorify is changing the way primary science is being taught in schools Our free resource of engaging, creative science activities has been designed to spark curiosity, discussion and debate. From video to hands-on activities, it's easy to get Explorifying!
Personal Data Items	**teacher**

	• Name **Child** • Name • • Age
Why is it being processed?	https://wellcome.org/sites/default/files/wellcome-privacy-statement-16102020.pdf
Who is data shared with?	https://wellcome.org/sites/default/files/wellcome-privacy-statement-16102020.pdf

System used: Google Classroom	
Owner	Broomhaugh C of E First School
Description	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.
Personal Data Items	**Teacher** • Name **Child** • 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	Broomhaugh C of E 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** • Name • Classes / groups • Gmail address **Pupil** • Name • Classes / groups • Gmail address **Governor**

	• Name • Gmail address
Why is it being processed?	To provide Google drive for education to staff, pupils and governors.
Who is data shared with?	Staff and Pupils

System used: Google Gemini	
Owner	Broomhaugh C of E First School
Description	Google AI assistant
Personal Data Items	**User** • What you say to Gemini Apps (prompts submitted or spoken) • Shared information - files, videos, photos, content from browser etc. • Transcripts and records of interactions with Gemini Live (video/audio/text) • Names and custom instructions • Note: all of above may contain personal data/special category data but only advised under Closed AI
Why is it being processed?	
Who is data shared with?	https://support.google.com/gemini/answer/13594961?hl=en-GB#pn_what_data

System used: Google Meet	
Owner	Broomhaugh C of E 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** • Name • • **child** • 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	Broomhaugh C of E First School

Description	Details of all members of the Governing Body
Personal Data Items	**Name** • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority and the general public

System used: Hamilton Trust	
Owner	Broomhaugh C of E First School
Description	Hamilton Trust is a UK charity working to support inspirational teaching and learning through its website and projects. Mike O'Regan founded Hamilton in 1988 to support the education of children in the Blackbird Leys, Rose Hill and Barton estates in Oxford - children whose educational potential had long been underestimated. Hamilton aims to enable children from areas of socio-economic disadvantage to create for themselves the life opportunities they deserve through high-quality education and high expectations. Hamilton continues to work closely with primary schools in Oxford and to derive enormous amounts of inspiration for improving educational opportunities from doing so. Professor Ruth Merttens joined Hamilton in 1996 as Co-director. With Mike, she set up and directed the Hamilton Maths and Reading Projects to boost those subjects in Oxford schools located in areas of significant deprivation. As word leaked out about Hamilton's planning materials, demand for them spread, and Hamilton started providing them to teachers in other schools. These formed the basis of Hamilton's original 'Save teachers' Sundays!' website, which enabled a much wider audience to access these plans. Hamilton's website continues to provide high quality, fully adaptable planning and resources to primary school teachers to help them teach robust and engaging lessons. Hamilton also supports and runs various education projects that provide support to its local community and across the country.
Personal Data Items	**Teacher** • Name • Email **name** • Name • Age • year group
Why is it being processed?	https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/

Who is data shared with?	https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/

System used: Health & Safety	
Owner	Broomhaugh C of E First School
Description	Records pertaining to Health & Safety
Personal Data Items	**Staff** • Name • Contact details • D.o.B • Record of Accident/Incident **Child** • Name • Contact details • D.o.B • Record of Accident/Incident **Visitor** • Name • Contact details • D.o.B • Record of Accident/Incident
Why is it being processed?	To ensure Health and Safety Regulations are followed
Who is data shared with?	NCC, school staff and parents

System used: Huggg	
Owner	Broomhaugh C of E 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** • Name **child** • Name • 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	Broomhaugh C of E First School
Description	Pupil / teacher online learning resources for Numeracy.
Personal Data Items	**Staff** • Name • Class / Year group • School **Pupil** • Name • Class / Year group • School
Why is it being processed?	Necessary to provide access to learning resources through School360
Who is data shared with?	N/A

System used: IRIS	
Owner	Broomhaugh C of E First School
Description	Software solutions for accountancy, payroll, HR management, Education management, financial management and biometric systems and technology.
Why is it being processed?	https://www.iris.co.uk/privacy-policy/
Who is data shared with?	https://www.iris.co.uk/privacy-policy/

System used: Language Angels	
Owner	Broomhaugh C of E First School
Description	Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school.
Personal Data Items	**teacher** • Name **child**

	• Name • age
Why is it being processed?	Language_Angels_Home_School_Terms_&_Conditions.pdf
Who is data shared with?	Language_Angels_Home_School_Terms_&_Conditions.pdf

System used: Letter join	
Owner	Broomhaugh C of E First School
Description	Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.
Personal Data Items	**School** • Name **Staff** • Name • Class **Pupil** • Name • Class
Why is it being processed?	To provide online access to a range of teaching and learning materials for staff and pupils.
Who is data shared with?	Not shared

System used: Lightspeed Internet Filtering	
Owner	Broomhaugh C of E 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** • Name • Machine name • I/P address • URLs visited • School **Pupil**

	• Name • Name • Machine name • I/P address • URLs visited • School
Why is it being processed?	Statutory requirement to filter Internet services for school users
Who is data shared with?	School leadership, LSCB and police if serious incident occurs

System used: Local Authority moderation of work	
Owner	Broomhaugh C of E 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** • Name **Staff** • Initials **Pupil** • Initials • Gender • Unique pupil number (UPN)
Why is it being processed?	As part of the statutory? requires for assessment and moderation in schools
Who is data shared with?	Other NCC staff

System used: Looked After Children Records - Electronic	
Owner	Broomhaugh C of E First School
Description	Information relating to children who are in Looked After Care
Personal Data Items	**Pupil** • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background

	Parents & Carers • Name • Contact Details • Address • **Staff** • Name • Position **External Support** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school

System used: Looked After Children Records - Paper	
Owner	Broomhaugh C of E First School
Description	Information relating to children who are Looked After
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • **Parents & Carers** • Name • Contact Details • Address • **Staff** • Name • Position **External Support Workers**

	• Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving School

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

System used: Medical Files - Paper	
Owner	Broomhaugh C of E First School

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

System used: Medical log	
Owner	Broomhaugh C of E First School
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	**Pupil** • Name • Inhaler / medication information (doseage) • DOB • Class • Medical condition • Signs and symptoms • Treatment • Parental consent • Name of medication and dose

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

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

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
Owner	Broomhaugh C of E 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** • Name • email address • School
Why is it being processed?	To provide access to the wide range of resources available online.
Who is data shared with?	Tribal and school staff.

System used: National Online Safety.com	
Owner	Broomhaugh C of E 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
Personal Data Items	**Teacher**

	• Name • Email
Why is it being processed?	
Who is data shared with?	https://nationalonlinesafety.com/privacy-notice

System used: National Tutoring Programme (NTP)	
Owner	Broomhaugh C of E 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** • Name • SEN Status • PP Funding Status • Attainment Level • Special Learning Needs • 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	Broomhaugh C of E 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** • Name • Date of birth
Why is it being processed?	https://www.nereo.gov.uk/privacy-notice/
Who is data shared with?	https://www.nereo.gov.uk/privacy-notice/

System used: NFER	

Owner	Broomhaugh C of E First School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	**Staff** • Name • School • Contact details **Pupil** • Name • Date of birth • School • 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	Broomhaugh C of E 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** • Name • Gender • Date of Birth • Unique Identifier • PP Information • Entitlement of hours • Special Needs Information • Development Progress •
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: Nuffield Early Language Intervention (NELI)	
Owner	Broomhaugh C of E First School
Description	The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund

	research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research.
Why is it being processed?	To support schools with Language Intervention
Who is data shared with?	n/a

System used: Nursery (Early Years) files	
Owner	Broomhaugh C of E First School
Description	Early years registration information and funding informaiton for Early Years entitlement, hours taken each week
Personal Data Items	**Pupil** • Name • DOB • Gender • Address • Documents seen / recorded • Parents Nat. Insurance Number • Eligibility code • Religion • Email address • Telephone number • Parent work details • Emergency contact details • Former placements • Medical information • Ethnic origin • SEN information • EAL • Armed forces • Meal arrangements • Parental consent: medicine, photos, website, school publications, press, local excursions • Start dates • Desired sessions
Why is it being processed?	To ensure registration of 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	Broomhaugh C of E 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** • Name **Pupil** • Name • Age
Why is it being processed?	https://privacy.thenational.academy/
Who is data shared with?	https://privacy.thenational.academy/

System used: Oxford Owls	
Owner	Broomhaugh C of E 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** • Name **Parent** • Name **Child** • Name • 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	Broomhaugh C of E First School
Description	A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.
Personal Data Items	**Child** • Name **Staff**

	• Name
Why is it being processed?	https://padlet.com/
Who is data shared with?	https://privacy.commonsense.org/evaluation/padlet

System used: Padlet	
Owner	Broomhaugh C of E 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** • Name • Teacher
Why is it being processed?	To facilitate learning
Who is data shared with?	Business providers e.g.billing

System used: Parent mail	
Owner	Broomhaugh C of E 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** • Name • School email address **Staff** • Name • Class • Title • e-mail • Gender • Telephone number • DOB • School address **Pupil** • Name • Year • Parent/carer name • Title • Class

	• Gender • DOB • Address • DOB **Parent/carer** • Name • Telephone number • email address • Title • Gender • 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: ParentPay	
Owner	Broomhaugh C of E First School
Description	ParentPay is an online payment service for schools and families.
Personal Data Items	**staff** • Name • Gender **Pupil** • Name • Date of birth • Gender • Groups • Dietary requirements • Postal address • UPN • Roll number • Meal selections and history • Emergency contact information • Medical details • EHIC • Doctors contact • Passport **Parent/Carer** • Name • Gender • Address • Phone number • Email • Payment history & balance • Payment card details

Why is it being processed?	To provide parents with an online payment system for meals, school trips and other activities/resources.
Who is data shared with?	School staff

System used: Parents Evening Booking System	
Owner	Broomhaugh C of E First School
Description	Online booking system for parents evenings and other school events.
Personal Data Items	**Staff** • Name • Email • Classes **Pupil** • Name • Classes • Year **Parent** • Name • Email
Why is it being processed?	To provide parents/carers with an online system for booking parents evening and other school events.
Who is data shared with?	Shared with individual? parents and appropriate staff.

System used: Performance Management	
Owner	Broomhaugh C of E 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	Broomhaugh C of E First School
Description	Information relating to staff employment
Personal Data Items	**Staff** • Name • Address

	• Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

System used: Phonics play	
Owner	Broomhaugh C of E First School
Description	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn
Personal Data Items	**School** • Name **Pupil** • Name **Staff** • Name
Why is it being processed?	To provide access to online learning resources for pupils and staff.
Who is data shared with?	Staff

System used: Photographs and videos of staff and pupils.	
Owner	Broomhaugh C of E 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** • Name • Photograph • Video **Pupil** • Photograph (unnamed)

	• Video (unnamed) **Governor** • Name • Photograph
Why is it being processed?	To celebrate the life and work of the school.
Who is data shared with?	The public

System used: Places Leisure- School Swimming Management System	
Owner	Broomhaugh C of E 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 • UPN • Year Group • DOB • Gender • SEN information • Medical Needs • EAL • Pupil Premium
Why is it being processed?	To capture the progress of children in swimming
Who is data shared with?	N/A

System used: Purple Mash	
Owner	Broomhaugh C of E First School
Description	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.
Personal Data Items	**Pupil**

	• Name • Year Group • School • Age **Staff** • Name • School
Why is it being processed?	To provide online access to a range of Edtech software.
Who is data shared with?	School staff

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

System used: Reception Baseline Assessment (RBA)	
Owner	Broomhaugh C of E 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** • Name • DOB • Unique Pupil Number (UPN) • Sex • 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	Broomhaugh C of E First School
Description	Part of the job application process
Personal Data Items	**Name** • Name • DOB • Address • Educational establishments attended • Qualifications • Disciplinary Records • Appraisal Records • Salary information
Why is it being processed?	As part of the recruitment process
Who is data shared with?	Governors/ shortlisting panel/ SIP/ HR

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

System used: Safeguarding Records - Electronic	
Owner	Broomhaugh C of E First School
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status

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

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

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

System used: SAS - Staff absence Insurance	
Owner	Broomhaugh C of E 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** • Name • Date of Birth
Why is it being processed?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf
Who is data shared with?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf

System used: School Gateway	

Owner	Broomhaugh C of E 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** • Name • email **child** • Name • Date of birth • 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	Broomhaugh C of E First School
Description	Identification of pupils for meals
Personal Data Items	**Pupil** • Name • Photograph • Dietary requirement
Why is it being processed?	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
Who is data shared with?	Not shared

System used: School's Mutual	
Owner	Broomhaugh C of E First School
Description	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.
Personal Data Items	**Staff responsible for making the decisions relating to scheme of cover** • Name

	• email address • school phone number **Staff** • Name • DOB • Gender • Position • Marital status • Job description and working hours • Medical history including details of pre-existing medical/health conditions • Information relating to current health/medical condition and previous absence records
Why is it being processed?	• Under a contract, or to take steps to enter into a contract in respect of membership of the Mutual fund and the services provided therein. • To comply with a legal obligation • For our legitimate interests or those of a third party (provided the individual's rights and freedoms are not overridden) • to protect the vital interests of the data subject or another natural person • The data subject has freely given clear consent
Who is data shared with?	To manage and administer the fund, we need to share personal data with third-party processors. These may include: • Schools Advisory Service (SAS) – the fund administrator Wellbeing Services Personal data may also be shared with third-party service providers who deliver specific Medical and Wellbeing services or activities to members' staff. In all instances SAS Mutual CIC will: • Establish a data-sharing agreement with the supplier or contractor, either in the contract or MUTUAL V2 Page 4 as a standalone agreement, to ensure the fair and lawful processing of personal data following your policies, our policies and the data protection legislation • Only share data to the extent that the sub-processor or service provider needs it to deliver their service and to keep them safe while working with you and us. Others We may also share the contact details of your organisation with other companies in the group if we believe their services would be of interest and benefit to you. We use third-party service providers such as MailChimp to send marketing materials. We may share the name and contact email addresses of members, former members, and prospective member organisations with those service providers to assist us in carrying out this processing activity

System used: School360	
Owner	Broomhaugh C of E First School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil** • Name • School id • Class/Group • Year

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

System used: SEND electronic records	
Owner	Broomhaugh C of E First School
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History **Parents / Carers** • Name • Address • Contact details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • Address • Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs

Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

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

System used: Senso Cloud	
Owner	Broomhaugh C of E 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**

	• Name • Marital status • Title • DOB • Gender • Address • Email Address • 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	Broomhaugh C of E 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** • Name • Date of birth • Address • Title • Gender • Class • Year • Parent/carer name • UPN • Dietary Requirements • Medical information • Attendance/exclusion • FSM • SEN • Assessment information • Child Protection Plan • School history • Looked After Information **Parent/Carer** • Name • Address • Phone number • email address • Gender • Title • DOB

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

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

System used: Tapestry	

Owner	Broomhaugh C of E First School
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	**School** • Name • Address • Email address and name of person who pays for service in school **Pupil** • Name • Date of birth • Notes on progress • Photographs • Videos • Address **Parent** • Name • email address **Staff** • Name • Email address
Why is it being processed?	To provide access to an online early years journal which records pupil activity and progress throughout the year.
Who is data shared with?	The child's? new school if it uses Tapestry.

System used: Teach your Monster to Read	
Owner	Broomhaugh C of E First School
Description	Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn to read.
Personal Data Items	**Child** • Name • gender • Age **Teacher** • Name • email address
Why is it being processed?	To provide pupil access to the online resources.
Who is data shared with?	School staff

System used: The National College	
Owner	Broomhaugh C of E First School
Description	A provider of online training for staff & governors
Personal Data Items	**Staff member** • Name • Job Title • Email • Phone number **Governor** • Name • Email • Phone number
Why is it being processed?	In order to provide access to online training and for billing purposes
Who is data shared with?	Contractors to provide service

System used: Thrive	
Owner	Broomhaugh C of E First School
Description	Social and Emotional Screening Programme
Personal Data Items	**Pupil** • Name • DOB • Class • Year Group • UPN • Assessment information • LAC **Staff** • Name • Class
Why is it being processed?	Social & emotional development tracking
Who is data shared with?	School staff

System used: Times Tables Rock Stars	
Owner	Broomhaugh C of E First School
Description	Online times tables practice and testing.

Personal Data Items	**Staff** • Name • Email address • School name • School address **Pupil** • Name • Year group • Maths group
Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

System used: Tootoot	
Owner	Broomhaugh C of E First School
Description	tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face.
Personal Data Items	**Staff** • Name • Contact details • School **Pupil** • Name • School • Class • Year **Parent/Carers** • Name • Contact details
Why is it being processed?	To provide access for staff, pupils and parents/carers to the tootoot tools.
Who is data shared with?	Staff, parents

System used: Twinkl	
Owner	Broomhaugh C of E 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** • Name **child** • 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: Virtual College	
Owner	Broomhaugh C of E First School
Description	Online training that saves you time and money Looking for high quality compliance and professional development training? Our vast library of accredited and certified online courses can help. Covering everything from food safety, safeguarding, health and safety through to personal development and leadership & management, our online courses are simple, cost-effective and accessible for all.
Personal Data Items	**teacher** • Name • email
Why is it being processed?	https://www.virtual-college.co.uk/privacy-policy
Who is data shared with?	https://www.virtual-college.co.uk/privacy-policy

System used: Visitor book	
Owner	Broomhaugh C of E First School
Description	Log of all visitors into school / fire regulations
Personal Data Items	**Visitor** • Name • Date and time • Car registration • Purpose of visit • Company •

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

System used: White Rose Maths and Science	
Owner	Broomhaugh C of E 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** • Name • Date of Birth • Gender • Email address • Payment details **Child** • Name • Age • Gender • Email address **Parent** • Name • Age • Gender • Email address •
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

System used: Wordshark/ Numbershark	
Owner	Broomhaugh C of E First School
Description	To develop innovative, stimulating and flexible computer programs which assist the memory in acquiring literacy and numeracy: both with and without specialist teaching support. Wordshark and Numbershark were ground-breaking in their approach to teaching children with SEN using

	computers
Personal Data Items	**Child** • Name • Class **Staff** • Name **Parent** • Name
Why is it being processed?	To track student achievement in literacy and numeracy.
Who is data shared with?	Staff & Parents

System used: Y4 Multiplication Check	
Owner	Broomhaugh C of E 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** • • 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	Broomhaugh C of E 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** • Name **Parent**

	• Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust