



Haydon Bridge High School

GDPR Privacy Notice Summary Report

Date: 23/03/2019

Data Protection Officer: Ian Hampson

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
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
CCTV	CCTV	
ClassCharts - Edukey	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.	
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
CRB Cunninghams	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA	
Futures Cloud	Internet / Network monitoring and reporting tool	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google	

	classroom.	
Governance	Details of all members of the Governing Body	
Health & Safety	Records pertaining to Health & Safety	
Lexia	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
NFER	Assessment materials, reading test and pupil progress data	
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
Personnel files	Information relating to staff employment	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
Provision Map Writer - Edukey	Online provision map writing tool.	yes
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
School robins - Edukey	School Robins is a powerful communications tool designed for school leaders by Edukey Education Ltd. It removes the paper trail of round robins.	
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
SIMS	SIMS is a management information system used by maintained schools in the UK. It provides, teachers,	yes

	senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.	
SISRA	SISRA Analytics can assist schools with department reviews, target setting, analysis of current data, intervention and exam Results Day analysis.	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
UCAS	University Applications	
Visitor book	Log of all visitors into school / fire regulations	

System used: Accident book

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

System used: Accident Report Form

Owner	Haydon Bridge High School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • <p>Staff member</p> <ul style="list-style-type: none"> • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information •
Why is it being processed?	Statutory obligations to comply with Health and Safety regulations.
Who is data shared with?	NCC / parents

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

System used: Attendance file	
Owner	Haydon Bridge High School
Description	Attendance information about pupils and classes
Personal Data Items	Pupil <ul style="list-style-type: none"> • 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: CCTV	
Owner	Haydon Bridge High School
Description	CCTV
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Images <p>Child</p> <ul style="list-style-type: none"> • Images <p>Visitor</p> <ul style="list-style-type: none"> • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: ClassCharts - Edukey	
Owner	Haydon Bridge High School
Description	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • Phone number • IP Address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Photograph • Year • Class
Why is it being processed?	To provide access to the online tools in Classcharts
Who is data shared with?	Shared securely with staff in school

System used: CPOMS

Owner	Haydon Bridge High School
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	Pupil <ul style="list-style-type: none">• Name• Class• Details of incident• Admission Date• DOB• SEN, with status• Medical Conditions• UPN• Pupil Premium• Religion• EAL• LAC• Year Group• Ethnicity• First Language• Pregnancy Main contact <ul style="list-style-type: none">• Name• Telephone Number
Why is it being processed?	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
Who is data shared with?	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

System used: CRB Cunninghams	
Owner	Haydon Bridge High School
Description	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Registration group • Year • Date of birth • Gender • Free school meal eligibility • Admission number • Photograph • Biometric data (if used by school). <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Address
Why is it being processed?	To provide users with access to the cashless payment system for school meals.
Who is data shared with?	Not shared

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

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

System used: Examination Boards administration	
Owner	Haydon Bridge High School
Description	Pearson/OCR/AQA
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name • Date of birth • Gender • Unique Candidate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades
Why is it being processed?	Exam entry and issuing of qualifications
Who is data shared with?	Edexcel

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

System used: GL-Assessment	
Owner	Haydon Bridge High School
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email • Class <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Gender • Class • Year • Performance data
Why is it being processed?	To provide? access to a range of testing and diagnostic tools for teaching staff.
Who is data shared with?	Shared with school

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

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

System used: Health & Safety

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

System used: Lexia

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

System used: Lightspeed Internet Filtering

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

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

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

System used: NFER	
Owner	Haydon Bridge High School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • Contact details <p>Pupil</p> <ul style="list-style-type: none"> • 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: Parent mail

Owner	Haydon Bridge High 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	<p>School</p> <ul style="list-style-type: none">• Name• School email address <p>Staff</p> <ul style="list-style-type: none">• Name• Class• Title• e-mail• Gender• Telephone number• DOB• School address <p>Pupil</p> <ul style="list-style-type: none">• Name• Year• Parent/carer name• Title• Class• Gender• DOB• Address• DOB <p>Parent/carer</p> <ul style="list-style-type: none">• 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	Haydon Bridge High School
Description	ParentPay is an online payment service for schools and families.
Personal Data Items	<p>staff</p> <ul style="list-style-type: none">• Name• Gender <p>Pupil</p> <ul style="list-style-type: none">• 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 <p>Parent/Carer</p> <ul style="list-style-type: none">• 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: Personnel files	
Owner	Haydon Bridge High School
Description	Information relating to staff employment
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

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

System used: Provision Map Writer - Edukey

Owner	Haydon Bridge High School
Description	Online provision map writing tool.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • school • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes • Year • SEND details
Why is it being processed?	To provide teachers with an online tool for provision mapping for pupils with special educational needs and disabilities.
Who is data shared with?	Internally with staff.

System used: Recruitment information

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

System used: Registers

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

System used: Safeguarding Records - Paper

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

System used: School robins - Edukey

Owner	Haydon Bridge High School
Description	School Robins is a powerful communications tool designed for school leaders by Edukey Education Ltd. It removes the paper trail of round robins.
Personal Data Items	Staff <ul style="list-style-type: none">• Name• School• Email• Classes Pupil <ul style="list-style-type: none">• Name• School• Classes• Collated personal, social and academic information
Why is it being processed?	To enable the school to set up a School Robins system, which allows staff to create enquiries, with colleagues, about a pupil and then gather in their responses.
Who is data shared with?	Shared internally in school.

System used: School360

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

System used: Send Paper Records	
Owner	Haydon Bridge High School
Description	Records relating to individual pupil's SEND history
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: SIMS	
Owner	Haydon Bridge High School
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Address • Title • Gender

- Class
- Year
- Parent/carer name
- UPN
- Dietary Requirements
- Medical information
- Attendance/exclusion
- FSM
- SEN
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

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: SISRA	
Owner	Haydon Bridge High School
Description	SISRA Analytics can assist schools with department reviews, target setting, analysis of current data, intervention and exam Results Day analysis.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School name • School address • Email address • Telephone number • IP address <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Performance data • Year • Classes
Why is it being processed?	To provide the school with a range of analytical tools.
Who is data shared with?	Shared internally External third parties see attachment.

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

System used: UCAS	
Owner	Haydon Bridge High School
Description	University Applications
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name • Predicted Grades • References <p>Teacher</p> <ul style="list-style-type: none"> • Name • email address
Why is it being processed?	To enable students to apply for university
Who is data shared with?	N/A

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