

Cambois Primary GDPR Privacy Notice Summary Report Date: 03/11/2025

Data Protection Officer: Karen Carnaffin

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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

Description	Special Category
Log of accidents / minor injuries in school	
ACC1 form for reporting accidents to NCC	
Electronic and paper mark books	
Attendance information about pupils and classes	yes
App to develop literacy	
CCTV	
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	
Records relating to child protection issues for individual pupils	yes
Records relating to child protection issues for individual pupils	yes
Consent information for all educational visits including day trips and residential visits	yes
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
Spreadhseets (excel) to track progress of children over the course of their school career.	yes
Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
	Log of accidents / minor injuries in school ACC1 form for reporting accidents to NCC Electronic and paper mark books Attendance information about pupils and classes App to develop literacy CCTV 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 Records relating to child protection issues for individual pupils Records relating to child protection issues for individual pupils Consent information for all educational visits including day trips and residential visits 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. Spreadhseets (excel) to track progress of children over the course of their school career. Required documents for specific children with severe allergies / intolerances and religious observations

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.	
Fonetti	App to hear pupils read and to develop pupil reading	
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.	
GoRead	The GoApps suite of tools provide a unique environment to enhance education through engagement, impact and collaboration. GoRead is a digital reading record.	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
Letter join	Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Live Kitchen	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis	
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 - 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	
National Centre for Excellence in the Teaching of Mathematics (NCETM)	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	
NFER	Assessment materials, reading test and pupil progress data	
Northumberland School	The School Readiness Passport is primarily a	

Readiness Passport	transition document. It will be used to gather information about key events in a child's early life.	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
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	
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.	
PIVATS	An online assessment and target setting tool	yes
Place 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
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
School meals identification	Identification of pupils for meals	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes

Seesaw	Seesaw - Student driven digital portfolios and simple parent communication.	
Send Paper Records	Records relating to individual pupil's SEND history	yes
SIMS	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.	yes
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Spellodrome	Spellodrome is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Spellodrome supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Target Tracker	Pupil assessment and tracking software?.	yes
Teachers2Parent	Parent/Staff/Other Text Messaging System	
Testbase	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.	yes
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Visitor book	Log of all visitors into school / fire regulations	
Widget	Communication Symbol Software	
Emergency Contact Details [Paper records]	Record of names Addresses & Phone numbers of persons who should be contacted if situation requires urgent response	

System used: Accident book	
Owner	Cambois Primary
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	Cambois Primary
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	Cambois Primary
Description	Electronic and paper mark books
Personal Data Items	 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	Cambois Primary
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: Bedrock	
Owner	Cambois Primary
Description	App to develop literacy

Personal Data Items	 Name School Email Pupil Name Class Learning progress data
Why is it being processed?	To develop literacy skills
Who is data shared with?	Not shared

System used: CCTV	
Owner	Cambois Primary
Description	CCTV
Personal Data Items	Staff • Images Child • Images Visitor • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: Charanga	
Owner	Cambois Primary
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	 Name School email address Mobile phone umber Pupils groups

	Pupil
	NameSchoolAssessment 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 Reco	ords - Electronic
Owner	Cambois Primary
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 Core 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

System used: Child Protection Recor	rds - Paper
Owner	Cambois Primary
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: Consent for educational visits	
Owner	Cambois Primary
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	Cambois Primary
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 spreads	heets
Owner	Cambois Primary
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	 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: Dietary requirements information sheets	
Owner	Cambois Primary
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: Eschools Website Provider	
Owner	Cambois Primary
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	Cambois Primary
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	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: Fonetti	
Owner	Cambois Primary

Description	App to hear pupils read and to develop pupil reading
Personal Data Items	school business contact Name email address financial details Child Name Year of birth App usage Teacher Name Email
Why is it being processed?	To allow analysis of reading progress & company to function
Who is data shared with?	Not shared

System used: GL-Assessment	
Owner	Cambois Primary
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	Staff Name School Email Class Pupil 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	Cambois Primary
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 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: GoRead	
Owner	Cambois Primary
Description	The GoApps suite of tools provide a unique environment to enhance education through engagement, impact and collaboration. GoRead is a digital reading record.
Personal Data Items	School Name Contact Information Teacher Name Name Class/Year names Email Address
Why is it being processed?	https://go-read.co.uk/privacy
Who is data shared with?	https://go-read.co.uk/privacy

System used: Governance	
Owner	Cambois Primary
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: HAF- HolidayActivities	
Owner	Cambois Primary
Description	The dedicated platform built to run and report on your local authority HAF programme.
Why is it being processed?	To run and report HAF programme for schools.
Who is data shared with?	https://www.holidayactivities.com/privacy-notice/

System used: Health & Safety	
Owner	Cambois Primary
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: Letter join	
Owner	Cambois Primary
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	Cambois Primary
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	• Name • Machine name • I/P address • URLs visited • School

	 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: Live Kitchen	
Owner	Cambois Primary
Description	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis
Personal Data Items	Pupil Name Age Parent Name email address Payment detais if using direct debit
Why is it being processed?	To provide additional functionality and a better service to pupils and parents at lunchtime.
Who is data shared with?	School staff and NCC

System used: Local Authority moderation of work	
Owner	Cambois Primary
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
	InitialsGenderUnique 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	Cambois Primary
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 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	Cambois Primary
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 Name Contact Details Address Staff Name Position External Support Workers Name Organisation Position Address Contact Details 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 - Paper	
Owner	Cambois Primary
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	 Name Date of Birth Address Health Needs Social Care Status Educational Needs

	Medical HistoryMedication Details
	Parents/Carers
	NameAddressContact Details
	Staff
	NamePosition
	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	Cambois Primary
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	Cambois Primary
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: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
Owner	Cambois Primary
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

	Nameemail addressSchool
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: NFER	
Owner	Cambois Primary
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	 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	Cambois Primary
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	 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: Nursery (Early Years) files	
Owner	Cambois Primary
Description	Early years registration information and funding information 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 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: Oxford Owls	
Owner	Cambois Primary
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
	NameAge
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: ParentPay	
Owner	Cambois Primary
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
	 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
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Outron and Democratifies	
System used: Personnel files	
Owner	Cambois Primary
Description	Information relating to staff employment
Personal Data Items	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	Cambois Primary
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) 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: PIVATS	
Owner	Cambois Primary
Description	An online assessment and target setting tool
Personal Data Items	Pupil Name DOB Year Group UPN Assessment information LAC FSM Gender Primary Need Staff Name e-mail
Why is it being processed?	Attainment tracking
Who is data shared with?	Local Authority, NHS Services (CYPS)

System used: Place Leisure- School Swimming Management System	
Owner	Cambois Primary
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	 Name UPN Year Group DOB Gender SEN information

	Medical NeedsEALPupil Premium
Why is it being processed?	To capture the progress of children in swimming
Who is data shared with?	N/A

System used: Recruitment information	
Owner	Cambois Primary
Description	Part of the job application process
Personal Data Items	 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	Cambois Primary
Description	Daily register, after school club registers, lunch register
Personal Data Items	 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	Cambois Primary
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
	NameAddressContact Details
	Staff
	NamePosition
	Social Care Worker
	NameAddressContact Details
	External Support Workers
	NameOrganisationPositionAddressContact 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	Cambois Primary
Description	Records relating to safeguarding of children
Personal Data Items	 Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions Parent/Carers

	NameAddressContact Details
	Staff
	NamePosition
	Social Care Worker
	NameAddressContact Details
	External Support Workers
	NameOrganisationPositionAddressContact 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 meals identification	
Owner	Cambois Primary
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: School360	
Owner	Cambois Primary
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: Seesaw	
Owner	Cambois Primary
Description	Seesaw - Student driven digital portfolios and simple parent communication.
Personal Data Items	 Name School Classes Pupil Name School Year Classes
Why is it being processed?	To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios.
Who is data shared with?	Not shared

System used: Send Paper Records	
Owner	Cambois Primary
Description	Records relating to individual pupil's SEND history
Personal Data Items	Pupil
	NameDate Of Birth

	 Address Medical Information Health & Social Care Specific Educational Needs Interventions In Place Parents
	NameAddressContact Details
	Staff
	NamePosition
	External Support
	NameOrganisationPositionAddressContact 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	Cambois Primary
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
	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	Cambois Primary
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 nameClasses
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: Spellodrome	
Owner	Cambois Primary
Description	Spellodrome is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Spellodrome supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.
Personal Data Items	Pupil name Name Class School Year group Points Staff Name School
Why is it being processed?	To provide secure individual access to the online learning materials
Who is data shared with?	School staff

System used: Tapestry	
Owner	Cambois Primary
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	 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: Target Tracker	
Owner	Cambois Primary
Description	Pupil assessment and tracking software?.
Personal Data Items	Staff Name Email address Pupils Name Date of birth Age Classes Ethnicity SEN data Pupil premium eligibility Performance data Attendance data
Why is it being processed?	To help track progress and set targets for pupils.
Who is data shared with?	School Staff

System used: Teachers2Parent	
Owner	Cambois Primary
Description	Parent/Staff/Other Text Messaging System
Personal Data Items	Staff

	NameTelephone number
	Pupil
	NameRegistration groupYear group
	Parent/Carer
	NamePrimary telephone numberSecondary telephone number
	Taxi driver
	Taxi drivers nameTaxi drivers telephone number
	Taxi escort
	taxi escort name Taxi escort telephone number
Why is it being processed?	To provide access to Communication tool for contact between school and parent/carer/staff/other
Who is data shared with?	School staff

System used: Testbase	
Owner	Cambois Primary
Description	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.
Personal Data Items	School Name Contact Address Contact Email Contact Telephone Number Billing Address Staff Name Pupil Name

	 UPN Admission number Gender Year Group Registration group Class name Teacher name Ethnicity Eligibilty for free school meals Pupil premium indicator SEN Status In LEA care
Why is it being processed?	To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups.
Who is data shared with?	AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service.

System used: Thrive	
Owner	Cambois Primary
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	Cambois Primary
Description	Online times tables practice and testing.
Personal Data Items	Staff
	Name

	Email addressSchool nameSchool address Pupil
	NameYear groupMaths group
Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

System used: Visitor book	
Owner	Cambois Primary
Description	Log of all visitors into school / fire regulations
Personal Data Items	 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: Widget	
Owner	Cambois Primary
Description	Communication Symbol Software
Personal Data Items	Pupil Name Progress Level
Why is it being processed?	To check Progress
Who is data shared with?	Staff

System used: Emergency Contact Details [Paper records]	
Owner	Cambois Primary
Description	Record of names Addresses & Phone numbers of persons who should be contacted if situation requires urgent response

Personal Data Items	Name Address Details of any medical or social circumstance which could necessitate urgent contact Parent/Carer
	 Name Home Phone Mobile Phone Work Phone Times when not available in day
	Name Home Phone Mobile Record of consent from parent/carer to use this contact in emergency
Why is it being processed?	So that in case of emergency an adult can be contacted
Who is data shared with?	No