

Pegswood Primary School GDPR Privacy Notice Summary Report Date: 30/11/2025

Data Protection Officer: Louise Gilmour

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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	
Active Learn Pearsons - including Bug Club and Abacus Maths	Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools.	
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	
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
CCTV	CCTV	
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
Class Dojo	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.	
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.	
Complete PE	Complete P.E. is an interactive Physical Education resource designed to support the implementation of a High Quality Physical Education Curriculum.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	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-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
Doodle English	Proxima [™] , the award-winning in-built intelligence that powers DoodleEnglish, builds an individual work programme for your child that's perfectly tailored to their level, strengths, and weaknesses. They work on short, snappy exercises that conveniently fit around busy schedules. They can even use it offline and upload progress later. Motivational features ensure they come back every day feeling more and more confident about their English.	
Doodle Maths	Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14	
Ed Shed	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools	
ELibrary by Wheelers Books	We create a beautiful, customised eLibrary for your school, brimming with amazing titles Our selectors maintain the shared collections, suited to your school's student year groups. Leading international titles are combined with the best of local content. You are in full control and can add new titles (400,000+ to choose from), age restrict or disable titles as required. We use	

	your school's 'single sign-on' to so it's simple for your students, to find and enjoy your huge digital collection	
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.	
Google Classroom	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Google Meet	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
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.	
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 - 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
Micro Librarian	Micro Librarian Systems (MLS), supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data	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	
Moki	Deliver Easy To Manage Educational Resources As students become more engaged with modern technology, so should outdated school systems. Moki enables universities and schools to deploy solutions that keep students on task, save money on textbooks, aid in the education process, and provide study room management. Universities and schools around the globe are deploying single-use or single-purpose digital kiosk devices across their universities and schools for devices used to purchase snacks from school cafes and lunch rooms, devices used to purchase items from bookstores, devices used to purchase items from bookstores, devices used to fill out and sign forms and more. Digital kiosks are cutting costs as well as creating enhanced experiences for students. Moki gives educational institutions the tools needed to lock down their single-use or single-purpose devices to an app or website, to remotely update content and device settings in seconds, and to receive alerts if issues arise.	
MS Office Suite	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.	
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
Nessy	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.	
Nessy - Literacy interventions	Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially	

	those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia	
NFER	Assessment materials, reading test and pupil progress data	
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Nursery (Early Years) files	Early years registration information and funding informaiton for Early Years entitlement, hours taken each week	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	
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
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 inhouse NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional	
School Gateway	School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.	
School meals identification	Identification of pupils for meals	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
SchoolGrid	SchoolGrid provides kitchen management software to schools and caterers across the public sector.	
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
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.	
SPAG	Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group	
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Twinkl	We're here to 'help those who teach'. It's what brings	

	us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it.	
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 indepth 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
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.	
Moki	on line fitness app	
Performance Management Records - Paper	Records of staff progress towards targets to inform pay progression decisions and track performance	

System used: Accident book	
Owner	Pegswood Primary 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	Pegswood Primary 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
	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: Active Learn Pearsons - including Bug Club and Abacus Maths	
Owner	Pegswood Primary School
Description	Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools.
Personal Data Items	Pupil Name Class Staff Name
Why is it being processed?	To provide online access to curriculum materials for staff and pupils
Who is data shared with?	Not shared

System used: Assessment Records	
Owner	Pegswood Primary School
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	Pegswood Primary 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	Pegswood Primary 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: Behaviour Files - Paper (in class)	
Owner	Pegswood Primary 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: CCTV	
Owner	Pegswood Primary School
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: Child Protection Records - Electronic

Owner	Pegswood Primary 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 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	Pegswood Primary 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
	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?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Class Dojo	
Owner	Pegswood Primary School
Description	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
Personal Data Items	 Name Phone number email Password Device id Gender School School address

	 Geo Location Photos, Videos, Docs and audio IP address Pupil	
	 Name Password Age School IP Address 	
	Parent/carer	
	 Name Phone number Email address Password Device id Gender School Geo location IP Address 	
Why is it being processed?	To provide access to the online curriculum and classroom management? tools	
Who is data shared with?	Shared within school	

System used: Classroom Secrets		
Owner	Pegswood Primary 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 thild 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: Complete PE			
Owner	Pegswood Primary School		
Description	Complete P.E. is an interactive Physical Education resource designed to support the implementation of a High Quality Physical Education Curriculum.		
Personal Data Items	Pupil Name Year Group UPN		
Why is it being processed?			
Who is data shared with?	https://www.completepe.com/privacy-policy/		

System used: Consent for educational	al visits	
Owner	Pegswood Primary 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: Data tracking spreadsheets		
Owner	Pegswood Primary School	
Description	Spreadhseets (excel) to track progress of children over the course of their school career.	
Personal Data Items	pupilNamedate 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	Pegswood Primary 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 as 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 budg 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, appropriately proactive support in order to avoid a lengthy, costly HR process. We produced to the process of the process of the highest standard, whilst adopting a common sense approach.	
Personal Data Items	Name All stoff ampleyment details	
	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	Pegswood Primary 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-Census and workforce Census		
Owner	Pegswood Primary 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		

	https://www	gov.uk/	help/privac	v-notice
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Who is data shared with?

Who is data shared with?

System used: Dietary requirements information sheets	
Owner	Pegswood Primary 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

n/a

System used: Doodle English	
Owner	Pegswood Primary School
Description	Proxima [™] , the award-winning in-built intelligence that powers DoodleEnglish, builds an individual work programme for your child that's perfectly tailored to their level, strengths, and weaknesses. They work on short, snappy exercises that conveniently fit around busy schedules. They can even use it offline and upload progress later. Motivational features ensure they come back every day feeling more and more confident about their English.
Personal Data Items	Teacher • Name Child • Name • Age
Why is it being processed?	https://www.doodleenglish.com/privacy-policy/
Who is data shared with?	https://www.doodleenglish.com/privacy-policy/

System used: Doodle Maths	
Owner	Pegswood Primary School
Description	Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14
Personal Data Items	Teacher

	Name
	Child
	• Name
	Parent
	Name
Why is it being processed?	https://www.doodlemaths.com/privacy-policy/
Who is data shared with?	https://www.doodlemaths.com/privacy-policy/

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

System used: ELibrary by Wheelers Books	
Owner	Pegswood Primary School
Description	We create a beautiful, customised eLibrary for your school, brimming with amazing titles Our selectors maintain the shared collections, suited to your school's student year groups. Leading international titles are combined with the best of local content. You are in full control and can add new titles (400,000+ to choose from), age restrict or disable titles as required. We use your school's 'single sign-on' to so it's simple for your students, to find and enjoy your huge digital collection
Personal Data Items	Teacher • Name

	Child
	Nameage
Why is it being processed?	https://www.eplatform.co/us/privacy-policy/
Who is data shared with?	https://www.eplatform.co/us/privacy-policy/

System used: Eschools Website Provider	
Owner	Pegswood Primary 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 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	Pegswood Primary 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: Google Classroom	
Owner	Pegswood Primary 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	Pegswood Primary School
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	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 Meet	
Owner	Pegswood Primary 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 thild 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	Pegswood Primary 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: HAF- HolidayActivities	
Owner	Pegswood Primary School
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.

System used: Hamilton Trust	
Owner	Pegswood Primary 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	 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	Pegswood Primary 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	Pegswood Primary 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	parentNamechildNameage
Why is it being processed?	https://www.huggg.me/privacy
Who is data shared with?	https://www.huggg.me/privacy

System used: Lightspeed Internet Filtering	
Owner	Pegswood Primary School
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

	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: Live Kitchen	
Owner	Pegswood Primary School
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	Pegswood Primary 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

	• 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	Pegswood Primary 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 Cortact 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	Pegswood Primary 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 Name Contact Details Address 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 - Electronic	
Owner	Pegswood Primary School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	Pupils • Name • Date of Birth • Address • Health Needs

	 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	Pegswood Primary 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
	NameOrganisationPositionaddressContact 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	Pegswood Primary 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: Micro Librarian	
Owner	Pegswood Primary School

Description	Micro Librarian Systems (MLS), supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data
Personal Data Items	Name School email Biometric data (if used) Pupil Name Age Year Biometric data (if used) Parent Name email
Why is it being processed?	To provide online access to a range of library and literacy tools.
Who is data shared with?	N/A

System used: Microsoft Teams	
Owner	Pegswood Primary 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	• 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: Moki	
Owner	Pegswood Primary School
Description	Deliver Easy To Manage Educational Resources As students become more engaged with modern technology, so should outdated school systems. Moki enables universities and schools to deploy solutions that keep students on task, save money on textbooks, aid in the education process, and provide study room management. Universities and schools around the globe are deploying single-use or single-purpose digital kiosk devices across their universities and schools for devices used to purchase snacks from school cafes and lunch rooms, devices used to purchase items from bookstores, devices used to fill out and sign forms and more. Digital kiosks are cutting costs as well as creating enhanced experiences for students. Moki gives educational institutions the tools needed to lock down their single-use or single-purpose devices to an app or website, to remotely update content and device settings in seconds, and to receive alerts if issues arise.
Personal Data Items	Teacher • Name Child • Name
Why is it being processed?	https://moki.health/pages/privacy-policy
Who is data shared with?	https://moki.health/pages/privacy-policy

System used: MS Office Suite	
Owner	Pegswood Primary 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: My Maths	
Owner	Pegswood Primary 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	Staff Name School Email Pupil 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: Nessy	
Owner	Pegswood Primary School
Description	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.
Personal Data Items	Teacher • Name Parent • Name child

	Name
Why is it being processed?	https://www.nessy.com/uk/privacy-policy/
Who is data shared with?	https://www.nessy.com/uk/privacy-policy/

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

System used: NFER	
Owner	Pegswood Primary School
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	Pegswood Primary 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	 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	Pegswood Primary School
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 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: Parents Evening Booking System	
Owner	Pegswood Primary 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	Pegswood Primary 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	Pegswood Primary School
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	Pegswood Primary 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) 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	Pegswood Primary School
Description	An online assessment and target setting tool
Personal Data Items	 Name DOB Year Group UPN Assessment information LAC

	FSMGenderPrimary 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	Pegswood Primary 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	 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: Recruitment information	
Owner	Pegswood Primary 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	Pegswood Primary School
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	Pegswood Primary 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
	NameAddressContact Details
	 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	Pegswood Primary 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

	 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	Pegswood Primary 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	• 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	Pegswood Primary 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	• Name

	• email
	child
	NameDate of birthmedical 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	Pegswood Primary 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: School360	
Owner	Pegswood Primary 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: SchoolGrid	
Owner	Pegswood Primary School
Description	SchoolGrid provides kitchen management software to schools and caterers across the public sector.
Personal Data Items	Pupil/parent/guardian account
Why is it being processed?	? Allowing parents and guardians to control their child's school meal service? Providing (often critical) nutrition and allergy information to parents and guardians? Contacting parents and guardians, possibly in case of emergency? Providing parents and guardians with cashless payment options? Providing parents and guardians with a means to submit feedback regarding the school meals service
Who is data shared with?	1. In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority. 2. We may sometimes contract with third parties to supply services to you on Our behalf, such as card payment processing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law. 3. We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We do this to ensure that our site performs well and to identify any software issues. 4. We may from time to time share such data as described above with third parties such as prospective investors, school caterers (where they are contracted to provide food services at your child's school, and partners. Data will only be shared and used within the bounds of the law.

System used: SEND electronic records	
Owner	Pegswood Primary School
Description	Records relating to Special Educational Needs and Disability for individual pupils

Personal Data Items	Pupils • Name
	 Name Date of Birth Address Health Needs Social Care Status Educational Needs SEND History
	Parents / Carers
	NameAddressContact details
	Staff
	NamePosition
	External Support Workers
	NameOrganisationPositionAddressContact 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	Pegswood Primary 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
	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	Pegswood Primary 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	Pegswood Primary 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: SPAG	
Owner	Pegswood Primary School
Description	Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group
Personal Data Items	Teacher • Name Child • Age • Name
Why is it being processed?	https://www.spag.com/Content/privacy.pdf
Who is data shared with?	https://www.spag.com/Content/privacy.pdf

System used: Thrive	
Owner	Pegswood Primary 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	Pegswood Primary 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: Twinkl	
Owner	Pegswood Primary 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: Visitor book	
Owner	Pegswood Primary 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	Pegswood Primary 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 Email address
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

System used: Y4 Multiplication Check	
Owner	Pegswood Primary 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	Pegswood Primary 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

System used: Moki	
Owner	Pegswood Primary School
Description	on line fitness app
Personal Data Items	ChildNameGenderDate of Birth
Why is it being processed?	to monitor daily steps of pupils
Who is data shared with?	https://moki.technology/policies/privacy-policy

System used: Performance Management Records - Paper	
Owner	Pegswood Primary School

Description	Records of staff progress towards targets to inform pay progression decisions and track performance
Personal Data Items	Name Position Observations Judgements Individual targets Progress records Warning notices Pay progression recommendations External PM Name Position (SIP / Governor PM Group)
Why is it being processed?	To ensure that accurate decisions are taken in relation to performance management of staff
Who is data shared with?	SIP & PM Governors as appropriate (Head Teacher only)