



# **Bellingham Middle School and Sports College**

## **GDPR Privacy Notice Summary Report**

**Date: 21/11/2024**

Data Protection Officer: Margaret Arksey

## Introduction

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

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

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

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

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

## Systems included in this report

System Name	Description	Special Category
Accelerated Reader	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.	
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
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
Bikeability	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England	
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
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes,	yes

	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.	
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
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 chldren with severe allergies / intolerances and religious observations (food)	yes
Discovery Education	Discovery Education is a trusted partner for schools, supporting them in realising their vision and achieving their goals with curriculum-matched content, professional development solutions and professional networking opportunities.	
Duolingo	Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us	
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.	
Futures Cloud	Internet / Network monitoring and reporting tool	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	

Google 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	
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 Mertens 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	
Interactive Resources	Pupil / teacher online learning resources for Numeracy.	
iTrack	Pupil tracking and reporting software for EYFS - KS3	
Kahoot	Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with	

	interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online.	
Lexia	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
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, health 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	
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
National Centre for Excellence in the Teaching of Mathematics (NCETM)	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	
National Tutoring Programme (NTP)	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.	yes
Nereo	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.	
Newcastle United Foundation	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.	

NFER	Assessment materials, reading test and pupil progress data	
Oak Academy	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.	
Padlet	A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.	
Parent mail	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
ParentPay	ParentPay is an online payment service for schools and families.	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Performance Management	Staff appraisals	
Personnel files	Information relating to staff employment	
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.	
PIRA - Rising stars (Wordblaze)	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.	yes
Places Leisure (formerly Active Northumberland Swimming Lessons)	Tracks pupil progress in swimming [especially useful in 3 tier system]	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Rising Stars (word blaze)	Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured Workbanks Save planning time	



	and support TAs to deliver sessions with ease through structured teacher and pupil resources	
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
Scratch	With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
Seneca Learning	4,500,000 students use Seneca to boost their grades at school and at home. We have interactive courses written by senior examiners for ages 8-18. Our free parent accounts let you monitor your child's progress on these courses whenever you like!	
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	
Sports Leader UK	Awarding body for L3 award in Sport leadership	
SumDog	Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress.	
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	yes

	teachers in formative assessment and reporting.	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Top Marks Spelling Games	Welcome to Topmarks Topmarks is a leading independent educational website for children, teaching professionals and parents. Topmarks gives children the opportunity to learn online, through safe, fun and engaging games and activities. We feature great, educationally sound online resources. Topmarks is a safe environment for children because we only include trustworthy, reliable educational content. A good place to start is our fun learning games area.	
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 in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Widget	Communication Symbol Software	
Wordshark/ Numbershark	To develop innovative, stimulating and flexible computer programs which assist the memory in acquiring literacy and numeracy: both with and without specialist teaching support. Wordshark and Numbershark were ground-breaking in their approach to teaching children with SEN using computers	
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.	
Collection of Money (Paper & Electronic)	To record required payments for childrens activities and school meals to ensure effefive and efficient delivery of services to children	

System used: Accelerated Reader	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To generate information on the reading abilities of pupils
<b>Who is data shared with?</b>	Not shared

System used: Accident book	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Log of accidents / minor injuries in school
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• class</li> <li>• Injury</li> <li>• first aid</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	To record injuries in school
<b>Who is data shared with?</b>	Parents

System used: Accident Report Form	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	ACC1 form for reporting accidents to NCC
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of accident</li> <li>• nature of injury</li> <li>• Place of accident</li> </ul>

	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of injury</li> <li>• nature of injury</li> <li>• place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations to comply with Health and Safety regulations.
<b>Who is data shared with?</b>	NCC / parents

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

<b>System used: Attendance file</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Attendance information about pupils and classes
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• DOB</li> <li>• Class</li> <li>• Gender</li> <li>• UPN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Parental contact</li> <li>• Ethnic origin</li> <li>• Current attendance</li> <li>• Past attendance</li> </ul>
<b>Why is it being processed?</b>	To regularly check pupil's attendance towards a desired goal
<b>Who is data shared with?</b>	EWO and other agencies as required / parents

System used: BBC Bitesize	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year group</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.bbc.co.uk/usingthebbc/privacy/">https://www.bbc.co.uk/usingthebbc/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://www.bbc.co.uk/usingthebbc/privacy/">https://www.bbc.co.uk/usingthebbc/privacy/</a>

System used: Behaviour Files - Paper (in class)	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Information relating to the behaviours of particular pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Educational Behavioural Needs</li> <li>• Social Care Status</li> <li>•</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education appropriate to needs
<b>Who is data shared with?</b>	External support workers as applies

<b>System used: Bikeability</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England
<b>Why is it being processed?</b>	<a href="https://bikeability.org.uk/privacy-policy/">https://bikeability.org.uk/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://bikeability.org.uk/privacy-policy/">https://bikeability.org.uk/privacy-policy/</a>

<b>System used: Child Protection Records - Electronic</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> </ul>

	<ul style="list-style-type: none"> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> <li>•</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school

<b>System used: Child Protection Records - Paper</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> </ul>



	<ul style="list-style-type: none"> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

<b>System used: Consent for educational visits</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Consent information for all educational visits including day trips and residential visits
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Health conditions</li> <li>• Medication</li> <li>• Dietary requirements</li> <li>• Contact information</li> <li>• Family doctor</li> </ul>
<b>Why is it being processed?</b>	To ensure school has up to date information when taking children off site
<b>Who is data shared with?</b>	NCC or medical practitioners / providers

<b>System used: CPOMS</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for

	<p>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.</p>
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Details of incident</li> <li>• Admission Date</li> <li>• DOB</li> <li>• SEN, with status</li> <li>• Medical Conditions</li> <li>• UPN</li> <li>• Pupil Premium</li> <li>• Religion</li> <li>• EAL</li> <li>• LAC</li> <li>• Year Group</li> <li>• Ethnicity</li> <li>• First Language</li> <li>• Pregnancy</li> </ul> <p><b>Main contact</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone Number</li> </ul>
<b>Why is it being processed?</b>	<p>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.</p>
<b>Who is data shared with?</b>	<p>School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.</p>

<b>System used: Data tracking spreadsheets</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Spreadhseets (excel) to track progress of children over the course of their school career.
<b>Personal Data Items</b>	<p><b>pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• date of birth</li> <li>• gender</li> <li>• class</li> <li>• year</li> <li>• FSM</li> </ul>

	<ul style="list-style-type: none"> <li>• SEN</li> <li>• Assessment info</li> </ul>
<b>Why is it being processed?</b>	Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements
<b>Who is data shared with?</b>	Different elements of data are shared with different parties including: other staff, Governors and parents

System used: DFE-Census and workforce Census	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>

System used: Dietary requirements information sheets	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Required documents for specific children with severe allergies / intolerances and religious observations (food)
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Dietary information</li> </ul>
<b>Why is it being processed?</b>	Health and safety - to avoid children coming into contact with specific foods
<b>Who is data shared with?</b>	n/a

System used: Discovery Education	

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Discovery Education is a trusted partner for schools, supporting them in realising their vision and achieving their goals with curriculum-matched content, professional development solutions and professional networking opportunities.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.discoveryeducation.co.uk/privacy-policy">https://www.discoveryeducation.co.uk/privacy-policy</a>
<b>Who is data shared with?</b>	<a href="https://www.discoveryeducation.co.uk/privacy-policy">https://www.discoveryeducation.co.uk/privacy-policy</a>

<b>System used: Duolingo</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> <li>• email</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.duolingo.com/privacy">https://www.duolingo.com/privacy</a>
<b>Who is data shared with?</b>	<a href="https://www.duolingo.com/privacy">https://www.duolingo.com/privacy</a>

<b>System used: Eschools Website Provider</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	On-line school website building tool
<b>Personal Data Items</b>	<p><b>School Information</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact information</li> </ul>

	<ul style="list-style-type: none"> <li>• Class names</li> <li>• Staff names</li> <li>• Governor names</li> <li>• Year group information (planning, homework)</li> <li>• Newsletters</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photographs</li> <li>•</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	To inform parents and the wider community about the life of the school
<b>Who is data shared with?</b>	The general public eschools is a public facing website

System used: EVOLVE visits	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Location data</li> <li>• Qualifications</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• UPN</li> </ul>
<b>Why is it being processed?</b>	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.
<b>Who is data shared with?</b>	'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: Futures Cloud	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Internet / Network monitoring and reporting tool
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• I/P address</li> <li>• URL's visited</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• I / P address</li> <li>• URL's visited</li> </ul>
<b>Why is it being processed?</b>	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
<b>Who is data shared with?</b>	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

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

System used: Google Classroom	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>
<b>Who is data shared with?</b>	<a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>

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

System used: Google Meet	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>•</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>

<b>Who is data shared with?</b>	<a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>
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**System used: Governance**

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

**System used: Hamilton Trust**

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	<p>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.</p>
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> </ul> <p><b>name</b></p>



	<ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• year group</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/">https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/">https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/</a>

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

System used: Interactive Resources	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Pupil / teacher online learning resources for Numeracy.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> </ul>

	<ul style="list-style-type: none"> <li>• School</li> </ul>
<b>Why is it being processed?</b>	Necessary to provide access to learning resources through School360
<b>Who is data shared with?</b>	N/A

System used: iTrack	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Pupil tracking and reporting software for EYFS - KS3
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Class</li> <li>• Gender</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide access to a range of online tracking and reporting tools.
<b>Who is data shared with?</b>	N/A

System used: Kahoot	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://kahoot.com/privacy-policy/">https://kahoot.com/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://kahoot.com/privacy-policy/">https://kahoot.com/privacy-policy/</a>

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

System used: Lightspeed Internet Filtering	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> <li>• School</li> </ul>

	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Name</li> <li>• Machine name</li> <li>• I/P address</li> <li>• URLs visited</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	Statutory requirement to filter Internet services for school users
<b>Who is data shared with?</b>	School leadership, LSCB and police if serious incident occurs

<b>System used: Local Authority moderation of work</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>School</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Initials</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Initials</li> <li>• Gender</li> <li>• Unique pupil number (UPN)</li> </ul>
<b>Why is it being processed?</b>	As part of the statutory? requires for assessment and moderation in schools
<b>Who is data shared with?</b>	Other NCC staff

<b>System used: Looked After Children Records - Electronic</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Information relating to children who are in Looked After Care
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Educational Needs</li> <li>• Family Background</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After
<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving school

<b>System used: Looked After Children Records - Paper</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Information relating to children who are Looked After
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> <li>•</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After
<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving School

System used: Medical Files - Electronic	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Information in respect of specific medical needs of an individual student
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education
<b>Who is data shared with?</b>	Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)

System used: Medical Files - Paper	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Information in respect of specific medical needs of an individual student
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education
<b>Who is data shared with?</b>	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

System used: Medical log	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	File of medical information for each child: asthma, medication administered, health care plans, risk assessments
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Inhaler / medication information (doseage)</li> <li>• DOB</li> <li>• Class</li> <li>• Medical condition</li> </ul>

	<ul style="list-style-type: none"> <li>• Signs and symptoms</li> <li>• Treatment</li> <li>• Parental consent</li> <li>• Name of medication and dose</li> <li>• Side effects</li> <li>• Storage requirements</li> <li>• Special equipment</li> <li>• Testing needed</li> <li>• Access to food drink</li> <li>• Dietary requirement</li> <li>• Staff support</li> <li>• Contingency arrangements</li> <li>• Family / emergency contacts</li> <li>• Hazard</li> <li>• Risk</li> <li>• Control measures / risk evaluation</li> </ul>
<b>Why is it being processed?</b>	Health and safety of child
<b>Who is data shared with?</b>	Staff, NCC and NHS professionals

<b>System used: Micro Librarian</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• email</li> <li>• Biometric data (if used)</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Biometric data (if used)</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul>
<b>Why is it being processed?</b>	To provide online access to a range of library and literacy tools.
<b>Who is data shared with?</b>	N/A

<b>System used: Microsoft Teams</b>	



<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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 started Tips 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
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>
<b>Who is data shared with?</b>	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>

<b>System used: My Maths</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Year</li> <li>• Class</li> <li>• Performance data</li> </ul>

<b>Why is it being processed?</b>	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
<b>Who is data shared with?</b>	Shared within school.

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	To provide access to the wide range of resources available online.
<b>Who is data shared with?</b>	Tribal and school staff.

System used: National Tutoring Programme (NTP)	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• SEN Status</li> <li>• PP Funding Status</li> <li>• Attainment Level</li> <li>• Special Learning Needs</li> <li>• Safeguarding Info/Risk Assessments</li> </ul>
<b>Why is it being processed?</b>	To perform the services of the National Tutoring Programme
<b>Who is data shared with?</b>	<a href="https://nationaltutoring.org.uk/legal/privacy-notice/">https://nationaltutoring.org.uk/legal/privacy-notice/</a>

System used: Nereo	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern

	Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.
<b>Personal Data Items</b>	<b>All Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>
<b>Who is data shared with?</b>	<a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>

System used: Newcastle United Foundation	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Forename</li> <li>• Surname</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Disability</li> <li>• School</li> <li>• Year Group</li> <li>• Class name</li> </ul>
<b>Why is it being processed?</b>	to provide data to premier league on progress of children using NUFC Foundation
<b>Who is data shared with?</b>	School/Newcastle Foundation

System used: NFER	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Assessment materials, reading test and pupil progress data
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• School</li> <li>• Contact details</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• School</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To assess pupil attainment and help staff track progress and set targets.
<b>Who is data shared with?</b>	Not shared

<b>System used: Oak Academy</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>
<b>Who is data shared with?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>

<b>System used: Padlet</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://padlet.com/">https://padlet.com/</a>

**Who is data shared with?**

<https://privacy.commonsense.org/evaluation/padlet>

System used: Parent mail

**Owner**

Bellingham Middle School and Sports College

**Description**

Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events

**Personal Data Items**

**School**

- Name
- School email address

**Staff**

- Name
- Class
- Title
- e-mail
- Gender
- Telephone number
- DOB
- School address

**Pupil**

- Name
- Year
- Parent/carer name
- Title
- Class
- Gender
- DOB
- Address
- DOB

**Parent/carer**

- Name
- Telephone number
- email address
- Title
- Gender
- Address

**Why is it being processed?**

To provide access to a range of communication and payment tools

**Who is data shared with?**

School staff

System used: ParentPay

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	ParentPay is an online payment service for schools and families.
<b>Personal Data Items</b>	<p><b>staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Groups</li> <li>• Dietary requirements</li> <li>• Postal address</li> <li>• UPN</li> <li>• Roll number</li> <li>• Meal selections and history</li> <li>• Emergency contact information</li> <li>• Medical details</li> <li>• EHIC</li> <li>• Doctors contact</li> <li>• Passport</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Address</li> <li>• Phone number</li> <li>• Email</li> <li>• Payment history &amp; balance</li> <li>• Payment card details</li> </ul>
<b>Why is it being processed?</b>	To provide parents with an online payment system for meals, school trips and other activities/resources.
<b>Who is data shared with?</b>	School staff

<b>System used: Parents Evening Booking System</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Online booking system for parents evenings and other school events.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Classes</li> <li>• Year</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> </ul>
<b>Why is it being processed?</b>	To provide parents/carers with an online system for booking parents evening and other school events.
<b>Who is data shared with?</b>	Shared with individual? parents and appropriate staff.

<b>System used: Performance Management</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Staff appraisals
<b>Why is it being processed?</b>	To assist SLT in reviewing performance
<b>Who is data shared with?</b>	Staff member

<b>System used: Personnel files</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Information relating to staff employment
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• National Insurance Number</li> <li>• Qualifications</li> <li>• DOB</li> <li>• Contract</li> <li>• Payroll no.</li> <li>• Employment history</li> <li>• References</li> <li>• Leave of absence</li> <li>• DBS checked</li> </ul>
<b>Why is it being processed?</b>	Necessary for employment
<b>Who is data shared with?</b>	NCC and/or HR provider and/or Payroll provider

<b>System used: Photographs and videos of staff and pupils.</b>	
<b>Owner</b>	Bellingham Middle School and Sports College

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

<b>System used: PIRA - Rising stars (Wordblaze)</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PIRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• email address</li> <li>• Telephone number</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Ethnic origin</li> <li>• First Language</li> <li>• Unique pupil number</li> <li>• Pupil premium information</li> <li>• Assessment results</li> </ul>



<b>Why is it being processed?</b>	To provide access to a range of Rising stars resources including PIRA for standardised reading tests.
<b>Who is data shared with?</b>	Staff

System used: Places Leisure (formerly Active Northumberland Swimming Lessons)	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Tracks pupil progress in swimming [especially useful in 3 tier system]
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• School ID</li> <li>• UPN</li> <li>• Medical issues pertinent to swimming lessons</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	<a href="https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placesleisure.org%2Ffind-centre%2F&amp;data=05%7C02%7CVicki.Evans%40northumberland.gov.uk%7C777e31692a544257462c08dc7a550dfe%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C638519752918112134%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTil6lk1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&amp;sdata=hQb2LGsdYXcWzGEbKalaRAB7vbqCkFJudNvJnuqrHU%3D&amp;reserved=0">https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placesleisure.org%2Ffind-centre%2F&amp;data=05%7C02%7CVicki.Evans%40northumberland.gov.uk%7C777e31692a544257462c08dc7a550dfe%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C638519752918112134%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTil6lk1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&amp;sdata=hQb2LGsdYXcWzGEbKalaRAB7vbqCkFJudNvJnuqrHU%3D&amp;reserved=0</a>

System used: Read Write Inc Website (www.ruthmiskin.com)	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	A website linked to the scheme Read Write Inc which includes a staff portal.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> <li>• Telephone Number</li> <li>• Role</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>

System used: Recruitment information	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Part of the job application process

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

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

<b>System used: Rising Stars (word blaze)</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured Workbanks Save planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources
<b>Personal Data Items</b>	<b>teacher</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	age <ul style="list-style-type: none"> <li>Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.hoddereducation.co.uk/privacynotice">https://www.hoddereducation.co.uk/privacynotice</a>
<b>Who is data shared with?</b>	<a href="https://www.hoddereducation.co.uk/privacynotice">https://www.hoddereducation.co.uk/privacynotice</a>

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

System used: Safeguarding Records - Paper

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

System used: School meals identification

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Identification of pupils for meals
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> </ul>

	<ul style="list-style-type: none"> <li>• Dietary requirement</li> </ul>
<b>Why is it being processed?</b>	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
<b>Who is data shared with?</b>	Not shared

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

<b>System used: Scratch</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<ul style="list-style-type: none"> <li>• Age</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>
<b>Who is data shared with?</b>	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>

System used: SEND electronic records	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Records relating to Special Educational Needs and Disability for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• SEND History</li> </ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure appropriate levels of support for the student in relation SEND needs
<b>Who is data shared with?</b>	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

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

System used: Seneca Learning

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	4,500,000 students use Seneca to boost their grades at school and at home. We have interactive courses written by senior examiners for ages 8-18. Our free parent accounts let you monitor your child's progress on these courses whenever you like!
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://senecalearning.com/en-GB/privacy">https://senecalearning.com/en-GB/privacy</a>
<b>Who is data shared with?</b>	<a href="https://senecalearning.com/en-GB/privacy">https://senecalearning.com/en-GB/privacy</a>

<b>System used: SIMS</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Title</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• UPN</li> <li>• Dietary Requirements</li> <li>• Medical information</li> <li>• Attendance/exclusion</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment information</li> <li>• Child Protection Plan</li> <li>• School history</li> <li>• Looked After Information</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Gender</li> <li>• Title</li> <li>• DOB</li> <li>• Parental responsibility</li> <li>• Language</li> <li>• Occupation</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>



	<ul style="list-style-type: none"> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Title</li> <li>• Gender</li> <li>• DOB</li> <li>• NI Number</li> <li>• Ethnicity</li> <li>• Bank Account Information</li> <li>• Qualifications</li> <li>• Disability &amp; Medical Information</li> <li>• Religion</li> <li>• Marital status</li> <li>• Language</li> <li>• Passport Information</li> <li>• Dietary requirements</li> <li>• Absences</li> <li>• Car information</li> <li>• Next of Kin</li> <li>• Payroll number</li> <li>• DBS Information</li> </ul>
<b>Why is it being processed?</b>	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
<b>Who is data shared with?</b>	Parents

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

<b>System used: SPAG</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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
<b>Personal Data Items</b>	<b>Teacher</b>

	<ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.spag.com/Content/privacy.pdf">https://www.spag.com/Content/privacy.pdf</a>
<b>Who is data shared with?</b>	<a href="https://www.spag.com/Content/privacy.pdf">https://www.spag.com/Content/privacy.pdf</a>

<b>System used: Sports Leader UK</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Awarding body for L3 award in Sport leadership
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• D.o.B</li> <li>• Contact details</li> <li>• Unique Learner Number</li> <li>• Assessment details</li> </ul>
<b>Why is it being processed?</b>	To gain qualifications
<b>Who is data shared with?</b>	Sport Leader UK

<b>System used: SumDog</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress.
<b>Personal Data Items</b>	<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.sumdog.com/en/about/privacy/">https://www.sumdog.com/en/about/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://www.sumdog.com/en/about/privacy/">https://www.sumdog.com/en/about/privacy/</a>

<b>System used: Testbase</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Address</li> <li>• Contact Email</li> <li>• Contact Telephone Number</li> <li>• Billing Address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• UPN</li> <li>• Admission number</li> <li>• Gender</li> <li>• Year Group</li> <li>• Registration group</li> <li>• Class name</li> <li>• Teacher name</li> <li>• Ethnicity</li> <li>• Eligibility for free school meals</li> <li>• Pupil premium indicator</li> <li>• SEN Status</li> <li>• In LEA care</li> </ul>
<b>Why is it being processed?</b>	To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups.
<b>Who is data shared with?</b>	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.

<b>System used: The National College</b>	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	A provider of online training for staff & governors
<b>Personal Data Items</b>	<p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job Title</li> <li>• Email</li> <li>• Phone number</li> </ul> <p><b>Governor</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Phone number</li> </ul>
<b>Why is it being processed?</b>	In order to provide access to online training and for billing purposes
<b>Who is data shared with?</b>	Contractors to provide service

System used: Thrive	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Social and Emotional Screening Programme
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	Social & emotional development tracking
<b>Who is data shared with?</b>	School staff

System used: Times Tables Rock Stars	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Online times tables practice and testing.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• School name</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year group</li> <li>• Maths group</li> </ul>
<b>Why is it being processed?</b>	To provide access to online learning tool.
<b>Who is data shared with?</b>	Staff

System used: Top Marks Spelling Games

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Welcome to Topmarks Topmarks is a leading independent educational website for children, teaching professionals and parents. Topmarks gives children the opportunity to learn online, through safe, fun and engaging games and activities. We feature great, educationally sound online resources. Topmarks is a safe environment for children because we only include trustworthy, reliable educational content. A good place to start is our fun learning games area.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.topmarks.co.uk/PrivacyPolicy">https://www.topmarks.co.uk/PrivacyPolicy</a>
<b>Who is data shared with?</b>	<a href="https://www.topmarks.co.uk/PrivacyPolicy">https://www.topmarks.co.uk/PrivacyPolicy</a>

System used: Twinkl

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>
<b>Who is data shared with?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>

System used: Visitor book

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

System used: White Rose Maths and Science

<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>•</li> </ul>

<b>Why is it being processed?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>

System used: Widget	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	Communication Symbol Software
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Progress Level</li> </ul>
<b>Why is it being processed?</b>	To check Progress
<b>Who is data shared with?</b>	Staff

System used: Wordshark/ Numbershark	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	To develop innovative, stimulating and flexible computer programs which assist the memory in acquiring literacy and numeracy: both with and without specialist teaching support. Wordshark and Numbershark were ground-breaking in their approach to teaching children with SEN using computers
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To track student achievement in literacy and numeracy.
<b>Who is data shared with?</b>	Staff & Parents

System used: Zoom	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://zoom.us/trust">https://zoom.us/trust</a>
<b>Who is data shared with?</b>	<a href="https://zoom.us/trust">https://zoom.us/trust</a>

System used: Collection of Money (Paper & Electronic)	
<b>Owner</b>	Bellingham Middle School and Sports College
<b>Description</b>	To record required payments for childrens activities and school meals to ensure effeteve and efficient delivery of services to children
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• Emergency Contact</li> <li>• Medical information</li> <li>• Money paid</li> </ul>
<b>Why is it being processed?</b>	To ensure effective collection of monies owed
<b>Who is data shared with?</b>	N/A