

Seaton Sluice First School

GDPR Privacy Notice Summary Report

Date: 26/11/2026

Data Protection Officer: Louise Gilmour

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
Busy Things	Online games & activities for learning	
Canva	Canva is an online design and publishing tool	
CCTV	CCTV	
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning	
Child Protection Records - Electronic	Records relating to child protection issues for individual pupils	yes
Civica- Occupational Health (formerly OPAS)	Occupation health software	yes
Class Dojo	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes

Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
DfE (Gov.uk)	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)	
ECT Manager	ECT Manager is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT induction process in one place.	
Education City	EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.	
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	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
Insight Tracking	An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files	yes
Interactive Resources	Pupil / teacher online learning resources for Numeracy.	
Letter join	Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.	

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.	
Little Wandle	Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.	
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
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments	yes
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher	

	and even blur your background	
My ON Renaissance Reading	A personalized digital library at every student's fingertips Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement.	
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.	
Nessy	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.	
NFER	Assessment materials, reading test and pupil progress data	
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Oak Acadamy	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.	
Padlet	A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.	
ParentPay	ParentPay is an online payment service for schools and families.	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Performance Management	Staff appraisals	

Personnel files	Information relating to staff employment	
Phonics play	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
Provision Map Writer - Edukey	Online provision map writing tool.	yes
Reception Baseline Assessment (RBA)	The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
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
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
SIMS	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.	yes
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Spelling Frame	Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise	

	a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features.	
Steplab	Targeted professional development sytem	yes
TACPAC	TACPAC draws together touch and music to create a structured half hour of sensory communication between two people. TACPAC creates sensory alignment and helps people of any age who have sensory impairment, for example, visual impairment, developmental delay, complex learning difficulties, Sensory Processing Disorder (SPD) or limited or pre-verbal levels of communication	
Times Tables Rock Stars	Online times tables practice and testing.	
Twinkl	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it.	
Unifrog	Research platform for destinations	

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	
Y4 Multiplication Check	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.	
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	
Catering - In School Recording System - electronic	Records of school meal requirements, payments and dietary information	

System used: Accident book	
Owner	Seaton Sluice First School
Description	Log of accidents / minor injuries in school
Personal Data Items	**Pupil** • Name • class • Injury • first aid •
Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

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

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

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

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

System used: Busy Things	
Owner	Seaton Sluice First School
Description	Online games & activities for learning

Personal Data Items	**Taecher** • Name • email **Pupil** • Name
Why is it being processed?	To allow use of the system
Who is data shared with?	Not Shared

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

System used: CCTV	
Owner	Seaton Sluice First School
Description	CCTV
Personal Data Items	**Staff** • Images **Child** • Images

	Visitor • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

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

System used: Child Protection Records - Electronic	
Owner	Seaton Sluice First School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • **Parents**

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

System used: Civica- Occupational Health (formerly OPAS)	
Owner	Seaton Sluice First School
Description	Occupation health software
Personal Data Items	**Staff** • Name • Contact Details • Employment Details • Health Information • Absence Information
Why is it being processed?	To provide occupational health support to staff
Who is data shared with?	School staff, HR provider, Staff member

System used: Class Dojo	
Owner	Seaton Sluice First School
Description	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
Personal Data Items	**Staff**

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

System used: Consent for educational visits	
Owner	Seaton Sluice First School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	**Pupil** • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor
Why is it being processed?	To ensure school has up to date information when taking children off site

Who is data shared with?	NCC or medical practitioners / providers

System used: CPOMS	
Owner	Seaton Sluice First School
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	**Pupil** • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy **Main contact** • Name • Telephone Number
Why is it being processed?	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
Who is data shared with?	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

System used: Data tracking spreadsheets	
Owner	Seaton Sluice First School
Description	Spreadhseets (excel) to track progress of children over the course of their

	school career.
Personal Data Items	**pupil** • Name • date of birth • gender • class • year • FSM • SEN • Assessment info
Why is it being processed?	Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements
Who is data shared with?	Different elemetns of data are shared with different parties including: other staff, Governors and parents

System used: DfE (Gov.uk)	
Owner	Seaton Sluice First School
Description	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)
Why is it being processed?	We receive your personal information indirectly from other organisations. For example, we collect information about: you, your learning and your achievements - we collect this information from educational settings like early years providers, schools, academies, independent schools, colleges and training providers and from your employer, if applicable children in need, children looked after and alternative provision - we collect this information from local authorities you to support research and to safeguard children - we collect this information from other government departments, early years providers, schools, academies, independent schools, colleges and training providers your exam results - we receive this from awarding organisations and exam boards teachers and employees in educational settings or local authorities - we collect this information from the educational setting or local authorities
Who is data shared with?	https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information

System used: ECT Manager	
Owner	Seaton Sluice First School
Description	ECT Manager is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT induction process in one place.
Personal Data Items	**Staff**

	• Name • Job Role • Contact Details
Why is it being processed?	To manage ECT induction
Who is data shared with?	https://www.ectmanager.com/privacy-notice/

System used: Education City	
Owner	Seaton Sluice First School
Description	EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.
Personal Data Items	**Staff** • Name • Email • School **Pupil** • Name • Gender • Age • Class
Why is it being processed?	To provide access for teachers and pupils to a range of online teaching and learning tools.
Who is data shared with?	Shared with school

System used: EVOLVE visits	
Owner	Seaton Sluice First School
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	**Staff** • Name • e-mail address • IP address • Location data • Qualifications **Pupil** • Name • Date of Birth • UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and

	inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Futures Cloud	
Owner	Seaton Sluice First School
Description	Internet / Network monitoring and reporting tool
Personal Data Items	**Pupil** • Name • I/P address • URL's visited **Teacher** • Name • I / P address • URL's visited
Why is it being processed?	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
Who is data shared with?	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

System used: Google drive for education	
Owner	Seaton Sluice First School
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	**Staff** • Name • Classes / groups • Gmail address **Pupil** • Name • Classes / groups • Gmail address **Governor** • Name

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

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

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

System used: Health & Safety	
Owner	Seaton Sluice First School
Description	Records pertaining to Health & Safety
Personal Data Items	**Staff** • Name • Contact details • D.o.B • Record of Accident/Incident **Child** • Name • Contact details • D.o.B

	• Record of Accident/Incident **Visitor** • Name • Contact details • D.o.B • Record of Accident/Incident
Why is it being processed?	To ensure Health and Safety Regulations are followed
Who is data shared with?	NCC, school staff and parents

System used: Insight Tracking	
Owner	Seaton Sluice First School
Description	An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files
Why is it being processed?	To track progress and attainment of children.
Who is data shared with?	https://www.insighttracking.com/privacy/

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

System used: Letter join	

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

System used: Lexia	
Owner	Seaton Sluice First School
Description	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.
Personal Data Items	**Staff** • Name • Job title • School • Address • Telephone number • e-mail address • IP address • Browser information • **School** • Name

	• Payment details • Usage data **Pupil** • Name • Age • Class • Group
Why is it being processed?	To provide access for staff and pupils to a comprehensive range of teaching resources
Who is data shared with?	Staff

System used: Lightspeed Internet Filtering	
Owner	Seaton Sluice First School
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	**Staff** • Name • Machine name • I/P address • URLs visited • School **Pupil** • Name • Name • Machine name • I/P address • URLs visited • School
Why is it being processed?	Statutory requirement to filter Internet services for school users
Who is data shared with?	School leadership, LSCB and police if serious incident occurs

System used: Little Wandle	
Owner	Seaton Sluice First School
Description	Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.
Personal Data Items	**Teacher** • Name, email address, telephone number

	Pupil • Name, unique pupil numbers, assessment data **Parent** • Name, email address, telephone number
Why is it being processed?	https://www.littlewandlelettersandsounds.org.uk/privacy-policy/
Who is data shared with?	https://www.littlewandlelettersandsounds.org.uk/privacy-policy/

System used: Local Authority moderation of work	
Owner	Seaton Sluice First School
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	**School** • Name **Staff** • Initials **Pupil** • Initials • Gender • Unique pupil number (UPN)
Why is it being processed?	As part of the statutory? requires for assessment and moderation in schools
Who is data shared with?	Other NCC staff

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

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

System used: Medical Files - Electronic	
Owner	Seaton Sluice First School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **External Support Workers**

	• Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To ensure access to education
Who is data shared with?	Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)

System used: Medical log	
Owner	Seaton Sluice First School
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	**Pupil** • Name • Inhaler / medication information (doseage) • DOB • Class • Medical condition • Signs and symptoms • Treatment • Parental consent • Name of medication and dose • Side effects • Storage requirements • Special equipment • Testing needed • Access to food drink • Dietary requirement • Staff support • Contingency arrangements • Family / emergency contacts • Hazard • Risk • Control measures / risk evaluation
Why is it being processed?	Health and safety of child
Who is data shared with?	Staff, NCC and NHS professionals

System used: Microsoft Teams	
Owner	Seaton Sluice First School
Description	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get

	set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background
Personal Data Items	**Teacher** • Name **Child** • Name
Why is it being processed?	https://privacy.microsoft.com/en-us/privacystatement
Who is data shared with?	https://privacy.microsoft.com/en-us/privacystatement

System used: My ON Renaissance Reading	
Owner	Seaton Sluice First School
Description	A personalized digital library at every student's fingertips Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement.
Personal Data Items	**Teacher** • Name **Child** • Name
Why is it being processed?	http://www.renlearn.co.uk/privacy-hub/
Who is data shared with?	http://www.renlearn.co.uk/privacy-hub/

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
Owner	Seaton Sluice First School

Description	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.
Personal Data Items	**Staff** • Name • email address • School
Why is it being processed?	To provide access to the wide range of resources available online.
Who is data shared with?	Tribal and school staff.

System used: Nessy	
Owner	Seaton Sluice First School
Description	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.
Personal Data Items	**Teacher** • Name **Parent** • Name **child** • Name
Why is it being processed?	https://www.nessy.com/uk/privacy-policy/
Who is data shared with?	https://www.nessy.com/uk/privacy-policy/

System used: NFER	
Owner	Seaton Sluice First School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	**Staff** • Name • School

	• Contact details **Pupil** • Name • Date of birth • School • Performance data
Why is it being processed?	To assess pupil attainment and help staff track progress and set targets.
Who is data shared with?	Not shared

System used: Northumberland School Readiness Passport	
Owner	Seaton Sluice First School
Description	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.
Personal Data Items	**Child** • Name • Gender • Date of Birth • Unique Identifier • PP Information • Entitlement of hours • Special Needs Information • Development Progress •
Why is it being processed?	This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.
Who is data shared with?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf

System used: Oak Acadamy	
Owner	Seaton Sluice First School
Description	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.
Personal Data Items	**Teacher** • Name

	Pupil • Name • Age
Why is it being processed?	https://privacy.thenational.academy/
Who is data shared with?	https://privacy.thenational.academy/

System used: Padlet	
Owner	Seaton Sluice First School
Description	A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.
Personal Data Items	**Child** • Name **Staff** • Name
Why is it being processed?	https://padlet.com/
Who is data shared with?	https://privacy.commonsense.org/evaluation/padlet

System used: ParentPay	
Owner	Seaton Sluice First School
Description	ParentPay is an online payment service for schools and families.
Personal Data Items	**staff** • Name • Gender **Pupil** • Name • Date of birth • Gender • Groups • Dietary requirements • Postal address • UPN • Roll number • Meal selections and history • Emergency contact information • Medical details • EHIC • Doctors contact • Passport

	Parent/Carer • Name • Gender • Address • Phone number • Email • Payment history & balance • Payment card details
Why is it being processed?	To provide parents with an online payment system for meals, school trips and other activities/resources.
Who is data shared with?	School staff

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

System used: Performance Management	
Owner	Seaton Sluice First School
Description	Staff appraisals
Why is it being processed?	To assist SLT in reviewing performance
Who is data shared with?	Staff member

System used: Personnel files	
Owner	Seaton Sluice First School
Description	Information relating to staff employment
Personal Data Items	**Staff** • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

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

System used: Photographs and videos of staff and pupils.	
Owner	Seaton Sluice First School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.

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

System used: Provision Map Writer - Edukey	
Owner	Seaton Sluice First School
Description	Online provision map writing tool.
Personal Data Items	**Staff** • Name • school • Classes **Pupil** • Name • Classes • Year • SEND details
Why is it being processed?	To provide teachers with an online tool for provision mapping for pupils with special educational needs and disabilities.
Who is data shared with?	Internally with staff.

System used: Reception Baseline Assessment (RBA)	
Owner	Seaton Sluice First School
Description	The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language
Personal Data Items	**Pupils** • Name

	• DOB • Unique Pupil Number (UPN) • Sex • Results from the assessment
Why is it being processed?	For the RBA, STA will use the child's information as part of STA's public task in providing a statutory assessment.
Who is data shared with?	https://www.gov.uk/government/publications/reception-baseline-assessment-privacy-notice/reception-baseline-assessment-privacy-notice-for-pupil-data-from-september-2025#:~:text=about%20your%20child-,What%20data%20will%20be%20collected?,results%20from%20the%20assessment

System used: Recruitment information	
Owner	Seaton Sluice First School
Description	Part of the job application process
Personal Data Items	**Name** • Name • DOB • Address • Educational establishments attended • Qualifications • Disciplinary Records • Appraisal Records • Salary information
Why is it being processed?	As part of the recruitment process
Who is data shared with?	Governors/ shortlisting panel/ SIP/ HR

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

System used: Safeguarding Records - Electronic	

Owner	Seaton Sluice First School
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions **Parent/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: School360	
Owner	Seaton Sluice First School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil** • Name • School id

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

System used: Scratch	
Owner	Seaton Sluice First School
Description	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.
Personal Data Items	**Teacher** • Name **Child** • Name • • Age **Parent** • Name
Why is it being processed?	https://scratch.mit.edu/privacy_policy
Who is data shared with?	https://scratch.mit.edu/privacy_policy

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

Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History **Parents / Carers** • Name • Address • Contact details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • Address • Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Senso Cloud	
Owner	Seaton Sluice First School
Description	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal
Personal Data Items	**User** • Name • Marital status • Title • DOB • Gender • Address • Email Address • Telephone number

Why is it being processed?	For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation.
Who is data shared with?	External third parties - details and lawful basis all set out on website privacy notice.

System used: SIMS	
Owner	Seaton Sluice First School
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	**Pupil** • Name • Date of birth • Address • Title • Gender • Class • Year • Parent/carer name • UPN • Dietary Requirements • Medical information • Attendance/exclusion • FSM • SEN • Assessment information • Child Protection Plan • School history • Looked After Information **Parent/Carer** • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation **Staff** • Name • Address

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

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

System used: Spelling Frame	
Owner	Seaton Sluice First School
Description	Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word

	broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features.
Personal Data Items	**Teacher** • Name **Child** • Name
Why is it being processed?	https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf
Who is data shared with?	https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf

System used: Steplab	
Owner	Seaton Sluice First School
Description	Targeted professional development sytem
Personal Data Items	**Staff** • Name • Gender • Race • DoB • Title • School Role • Subject Taught • URN • Coaching data • Email • Telephone Number
Why is it being processed?	To support professional development
Who is data shared with?	https://steplab.co/support/policies/privacy

System used: TACPAC	
Owner	Seaton Sluice First School
Description	TACPAC draws together touch and music to create a structured half hour of sensory communication between two people. TACPAC creates sensory alignment and helps people of any age who have sensory impairment, for example, visual impairment, developmental delay, complex learning difficulties, Sensory Processing Disorder (SPD) or limited or pre-verbal levels of communication
Personal Data Items	**Staff** • Name • email
Why is it being processed?	https://tacpac.co.uk/privacy-policy/
Who is data shared with?	https://tacpac.co.uk/privacy-policy/

System used: Times Tables Rock Stars	
Owner	Seaton Sluice First School
Description	Online times tables practice and testing.
Personal Data Items	**Staff** • Name • Email address • School name • School address **Pupil** • Name • Year group • Maths group
Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

System used: Twinkl	
Owner	Seaton Sluice First School
Description	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added

	every day.You'll find we've normally got what you need before you even know you want it.
Personal Data Items	**Teacher** • Name **child** • Name
Why is it being processed?	https://www.twinkl.co.uk/legal
Who is data shared with?	https://www.twinkl.co.uk/legal

System used: Unifrog	
Owner	Seaton Sluice First School
Description	Research platform for destinations
Personal Data Items	**Child** • Name • Contact Details • Assessment information • Date of birth
Why is it being processed?	To enable students to research possible destinations for post 16 and 18 study
Who is data shared with?	SLT and tutors

System used: Visitor book	
Owner	Seaton Sluice First School
Description	Log of all visitors into school / fire regulations
Personal Data Items	**Visitor** • Name • Date and time • Car registration • Purpose of visit • Company •
Why is it being processed?	Safeguarding, health and safety, fire regulations
Who is data shared with?	School staff, visitors

System used: White Rose Maths and Science	

Owner	Seaton Sluice First School
Description	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.
Personal Data Items	**Teacher** • Name • Date of Birth • Gender • Email address • Payment details **Child** • Name • Age • Gender • Email address **Parent** • Name • Age • Gender • Email address •
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

System used: Widget	
Owner	Seaton Sluice First School
Description	Communication Symbol Software
Personal Data Items	**Pupil** • Name • Progress Level
Why is it being processed?	To check Progress
Who is data shared with?	Staff

System used: Y4 Multiplication Check	
Owner	Seaton Sluice First School
Description	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.
Personal Data Items	**child** • • Name
Why is it being processed?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance
Who is data shared with?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance

System used: Zoom	
Owner	Seaton Sluice First School
Description	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
Personal Data Items	**Teacher** • Name **Parent** • Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust

System used: Catering - In School Recording System - electronic	
Owner	Seaton Sluice First School
Description	Records of school meal requirements, payments and dietary information
Personal Data Items	**Pupils** • Name • Class
Why is it being processed?	To ensure that the right number of meals and menu choices are ordered
Who is data shared with?	No one