


# Felton C of E Primary School

# GDPR Privacy Notice Summary Report

# Date: 26/11/2026

Data Protection Officer: Louise Gilmour

01670 787315

# 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 |
| 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 | |
| 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 |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| DFE-Census and workforce Census | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for | |

| | | |
|---|---|---|
| | children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| 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 | |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| 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. | |
| 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 |
| Loom | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. | |
| 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 | |
| National Online Safety.com | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing | |
| Nereo (Matrix) | 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. | |
| NFER | Assessment materials, reading test and pupil progress data | |
| NFER | Assessment materials, reading test and pupil progress data | |
| Northumberland School Readiness Passport | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. | |
| Nursery (Early Years) files | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week | yes |
| Nursery (Early Years) files | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week | yes |
| 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. | |
| Oxford Owls | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds | |
| Padlet | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. | |
| Performance Management | Staff appraisals | |
| Personnel files | Information relating to staff employment | |
| 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. | |
| 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- School Swimming Management System | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. | yes |
| Recruitment information | Part of the job application process | yes |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| 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 WorkbanksSave 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 |
| SAS - Staff absence Insurance | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • | |

| | | |
|---|---|---|
| | Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional | |
| 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 |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| Teachers2Parent | Parent/Staff/Other Text Messaging System | |
| 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. | |
| 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 | yes |

| | | |
|---|---|---|
| | 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. | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Y4 Multiplication Check | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. | |
| Zoom | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. | |
| Emergency Contact Details [Paper records] | Record of names Addresses & Phone numbers of persons who should be contacted if situation requires urgent response | |

| System used: Accident book | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Log of accidents / minor injuries in school |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• class<br>• Injury<br>• first aid<br>• |
| **Why is it being processed?** | To record injuries in school |
| **Who is data shared with?** | Parents |

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

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

| System used: Assessment Records | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Electronic and paper mark books |
| **Personal Data Items** | **Child**<br>• Name<br>• Gender<br>• Disadvantaged cohort<br>• SEND Code<br>• Key Stage 2 Assessment data<br>• 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** | Felton C of E Primary School |
| **Description** | Attendance information about pupils and classes |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Class<br>• Gender<br>• UPN<br>• Address<br>• Telephone number<br>• Parental contact<br>• Ethnic origin<br>• Current attendance<br>• Past attendance |
| **Why is it being processed?** | To regularly check pupil's attendance towards a desired goal |
| **Who is data shared with?** | EWO and other agencies as required / parents |

| System used: BBC Bitesize | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | BBC Bitesize is a free online study support resource designed to help with |

| | |
|---|---|
| | learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| **Personal Data Items** | **teacher**<br>• Name<br>• email address<br>**child**<br>• Name<br>• Age<br>• Year group |
| **Why is it being processed?** | https://www.bbc.co.uk/usingthebbc/privacy/ |
| **Who is data shared with?** | https://www.bbc.co.uk/usingthebbc/privacy/ |

| System used: Charanga | |
|---|---|
| **Owner** | Felton C of E Primary 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**<br>• Name<br>• School<br>• email address<br>• Mobile phone umber<br>• Pupils groups<br>**Pupil**<br>• Name<br>• School<br>• 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** | Felton C of E Primary School |
| **Description** | Records relating to child protection issues for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br>•<br><br>**Parents**<br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**Social Care Worker**<br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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: Consent for educational visits | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil** |

| | |
|---|---|
| | • Name<br>• DOB<br>• Health conditions<br>• Medication<br>• Dietary requirements<br>• Contact information<br>• Family doctor |
| **Why is it being processed?** | To ensure school has up to date information when taking children off site |
| **Who is data shared with?** | NCC or medical practitioners / providers |

| System used: Data tracking spreadsheets | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Spreadhseets (excel) to track progress of children over the course of their school career. |
| **Personal Data Items** | **pupil**<br><br>• Name<br>• date of birth<br>• gender<br>• class<br>• year<br>• FSM<br>• SEN<br>• 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-Census and workforce Census | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| **Personal Data Items** | **Staff** |

| | |
|---|---|
| | • Name |
| **Why is it being processed?** | https://www.gov.uk/help/privacy-notice |
| **Who is data shared with?** | https://www.gov.uk/help/privacy-notice |

| System used: Dietary requirements information sheets | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Dietary information |
| **Why is it being processed?** | Health and safety - to avoid children coming into contact with specific foods |
| **Who is data shared with?** | n/a |

| System used: Eschools Website Provider | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | On-line school website building tool |
| **Personal Data Items** | **School Information**<br>• Name<br>• Address<br>• Contact information<br>• Class names<br>• Staff names<br>• Governor names<br>• Year group information (planning, homework)<br>• Newsletters<br>**Pupil**<br>• Photographs<br>• <br>• |
| **Why is it being processed?** | To inform parents and the wider community about the life of the school |
| **Who is data shared with?** | The general public eschools is a public facing website |

| System used: EVOLVE visits | |
|---|---|
| **Owner** | Felton C of E Primary School |

| | |
|---|---|
| **Description** | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| **Personal Data Items** | **Staff**<br>• Name<br>• e-mail address<br>• IP address<br>• Location data<br>• Qualifications<br>**Pupil**<br>• Name<br>• Date of Birth<br>• 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** | Felton C of E Primary School |
| **Description** | Internet / Network monitoring and reporting tool |
| **Personal Data Items** | **Pupil**<br>• Name<br>• I/P address<br>• URL's visited<br>**Teacher**<br>• Name<br>• I / P address<br>• URL's visited |
| **Why is it being processed?** | Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity. |
| **Who is data shared with?** | NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school. |

| System used: GL-Assessment | |
|---|---|
| **Owner** | Felton C of E Primary School |
| | |

| | |
|---|---|
| **Description** | GL assessments provide a range of tests for schools including reading, progress and cognitive tests |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• Email<br>• Class<br><br>**Pupil**<br>• Name<br>• Age<br>• Gender<br>• Class<br>• Year<br>• Performance data |
| **Why is it being processed?** | To provide? access to a range of testing and diagnostic tools for teaching staff. |
| **Who is data shared with?** | Shared with school |

| System used: Google Classroom | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. |
| **Personal Data Items** | **Teacher**<br>• Name<br><br>**Child**<br>• Name |
| **Why is it being processed?** | https://policies.google.com/privacy?hl=en-GB#infocollect |
| **Who is data shared with?** | https://policies.google.com/privacy?hl=en-GB#infocollect |

| System used: Google drive for education | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Classes / groups |

| | |
|---|---|
| | • Gmail address<br><br>**Pupil**<br><br>• Name<br>• Classes / groups<br>• Gmail address<br><br>**Governor**<br><br>• Name<br>• Gmail address |
| **Why is it being processed?** | To provide Google drive for education to staff, pupils and governors. |
| **Who is data shared with?** | Staff and Pupils |

| System used: Google Meet | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| **Personal Data Items** | **teacher**<br><br>• Name<br>•<br>•<br><br>**child**<br><br>• Name |
| **Why is it being processed?** | https://policies.google.com/privacy?hl=en-GB |
| **Who is data shared with?** | https://policies.google.com/privacy?hl=en-GB |

| System used: Governance | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Details of all members of the Governing Body |
| **Personal Data Items** | **Name**<br><br>• Name<br>• Address<br>• Contact Details<br>• Photos<br>• Attendance at Meetings<br>• Pecuniary Interests |
| **Why is it being processed?** | Statutory Requirement |

| | |
|---|---|
| **Who is data shared with?** | Local Authority and the general public |

| System used: Health & Safety | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff**<br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br>**Child**<br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br>**Visitor**<br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |
| **Why is it being processed?** | To ensure Health and Safety Regulations are followed |
| **Who is data shared with?** | NCC, school staff and parents |

| System used: Huggg | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| **Personal Data Items** | **parent**<br>• Name<br>**child**<br>• Name<br>• age |
| **Why is it being processed?** | https://www.huggg.me/privacy |
| **Who is data shared with?** | https://www.huggg.me/privacy |

| System used: Kahoot | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | 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. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Pupil**<br>• Name<br>• Age |
| **Why is it being processed?** | https://kahoot.com/privacy-policy/ |
| **Who is data shared with?** | https://kahoot.com/privacy-policy/ |

| System used: Lightspeed Internet Filtering | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School<br>**Pupil**<br>• Name<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• 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: Local Authority moderation of work | |
|---|---|

| | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |
| **Personal Data Items** | **School**<br>• Name<br>**Staff**<br>• Initials<br>**Pupil**<br>• Initials<br>• Gender<br>• 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** | Felton C of E Primary School |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br>**Parents & Carers**<br>• Name<br>• Contact Details<br>• Address<br>•<br>**Staff**<br>• Name<br>• Position |

| | |
|---|---|
| | **External Support**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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: Loom | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Child**<br><br>• Name |
| **Why is it being processed?** | https://www.loom.com/privacy-policy |
| **Who is data shared with?** | https://www.loom.com/privacy-policy |

| System used: Medical Files - Electronic | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff** |

| | |
|---|---|
| | • Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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** | Felton C of E Primary School |
| **Description** | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Inhaler / medication information (doseage)<br>• DOB<br>• Class<br>• Medical condition<br>• Signs and symptoms<br>• Treatment<br>• Parental consent<br>• Name of medication and dose<br>• Side effects<br>• Storage requirements<br>• Special equipment<br>• Testing needed<br>• Access to food drink<br>• Dietary requirement<br>• Staff support<br>• Contingency arrangements<br>• Family / emergency contacts<br>• Hazard<br>• Risk<br>• 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** | Felton C of E Primary School |

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

| System used: National Online Safety.com | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing |
| **Personal Data Items** | **Teacher**<br>• Name<br>• Email |
| **Why is it being processed?** | |
| **Who is data shared with?** | https://nationalonlinesafety.com/privacy-notice |

| System used: Nereo (Matrix) | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | 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. |
| **Personal Data Items** | **All Staff**<br><br>• Name<br>• Date of birth |
| **Why is it being processed?** | https://www.nereo.gov.uk/privacy-notice/ |
| **Who is data shared with?** | https://www.nereo.gov.uk/privacy-notice/ |

| System used: NFER | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Assessment materials, reading test and pupil progress data |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Contact details<br><br>**Pupil**<br><br>• Name<br>• Date of birth<br>• School<br>• 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: NFER | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Assessment materials, reading test and pupil progress data |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Contact details<br><br>**Pupil** |

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

| System used: Nursery (Early Years) files | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Gender<br>• Address<br>• Documents seen / recorded<br>• Parents Nat. Insurance Number<br>• Eligibility code<br>• Religion<br>• Email address |

| | |
|---|---|
| | • Telephone number<br>• Parent work details<br>• Emergency contact details<br>• Former placements<br>• Medical information<br>• Ethnic origin<br>• SEN information<br>• EAL<br>• Armed forces<br>• Meal arrangements<br>• Parental consent: medicine, photos, website, school publications, press, local excursions<br>• Start dates<br>• Desired sessions |
| **Why is it being processed?** | To ensure registration of chidlren into school and that children receive their entitlements |
| **Who is data shared with?** | School staff, NCC, outside agencies as required |

| System used: Nursery (Early Years) files | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Gender<br>• Address<br>• Documents seen / recorded<br>• Parents Nat. Insurance Number<br>• Eligibility code<br>• Religion<br>• Email address<br>• Telephone number<br>• Parent work details<br>• Emergency contact details<br>• Former placements<br>• Medical information<br>• Ethnic origin<br>• SEN information<br>• EAL<br>• Armed forces<br>• Meal arrangements<br>• Parental consent: medicine, photos, website, school publications, press, local excursions<br>• Start dates<br>• Desired sessions |
| **Why is it being processed?** | To ensure registration of chidlren into school and that children receive their entitlements |

| | |
|---|---|
| **Who is data shared with?** | School staff, NCC, outside agencies as required |

| System used: Oak Acadamy | |
|---|---|
| **Owner** | Felton C of E Primary 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**<br>• Name<br>**Pupil**<br>• Name<br>• Age |
| **Why is it being processed?** | https://privacy.thenational.academy/ |
| **Who is data shared with?** | https://privacy.thenational.academy/ |

| System used: Oxford Owls | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name<br>**Child**<br>• Name<br>• Age |
| **Why is it being processed?** | https://global.oup.com/privacy?cc=us |
| **Who is data shared with?** | https://global.oup.com/privacy?cc=us |

| System used: Padlet | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. |
| **Personal Data Items** | **Child**<br>• Name<br>**Staff**<br>• Name |
| **Why is it being processed?** | https://padlet.com/ |
| **Who is data shared with?** | https://privacy.commonsense.org/evaluation/padlet |

| System used: Performance Management | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Staff appraisals |
| **Why is it being processed?** | To assist SLT in reviewing performance |
| **Who is data shared with?** | Staff member |

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

| System used: Photographs and videos of staff and pupils. | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Photograph<br>• Video<br>**Pupil**<br>• Photograph (unnamed)<br>• Video (unnamed)<br>**Governor**<br>• Name<br>• Photograph |
| **Why is it being processed?** | To celebrate the life and work of the school. |
| **Who is data shared with?** | The public |

| System used: Photographs and videos of staff and pupils. | |
|---|---|

| | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Photograph<br>• Video<br>**Pupil**<br>• Photograph (unnamed)<br>• Video (unnamed)<br>**Governor**<br>• Name<br>• Photograph |
| **Why is it being processed?** | To celebrate the life and work of the school. |
| **Who is data shared with?** | The public |

| System used: PIRA - Rising stars (Wordblaze) | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | 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. |
| **Personal Data Items** | **School**<br>• Name<br>**Staff**<br>• Name<br>• Job title<br>• email address<br>• Telephone number<br>**Pupil**<br>• Name<br>• Age<br>• Date of birth<br>• Gender<br>• Ethnic origin<br>• First Language<br>• Unique pupil number |

| | |
|---|---|
| | • Pupil premium information<br>• Assessment results |
| **Why is it being processed?** | To provide access to a range of Rising stars resources including PIRA for standardised reading tests. |
| **Who is data shared with?** | Staff |

| System used: Places Leisure- School Swimming Management System | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
| **Personal Data Items** | **Child**<br>• Name<br>• UPN<br>• Year Group<br>• DOB<br>• Gender<br>• SEN information<br>• Medical Needs<br>• EAL<br>• Pupil Premium |
| **Why is it being processed?** | To capture the progress of children in swimming |
| **Who is data shared with?** | N/A |

| System used: Recruitment information | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<br>• Name<br>• DOB<br>• Address<br>• Educational establishments attended |

| | |
|---|---|
| | • Qualifications<br>• Disciplinary Records<br>• Appraisal Records<br>• 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: Recruitment information | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<br><br>• Name<br>• DOB<br>• Address<br>• Educational establishments attended<br>• Qualifications<br>• Disciplinary Records<br>• Appraisal Records<br>• 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** | Felton C of E Primary School |
| **Description** | Daily register, after school club registers, lunch register |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Address<br>• Date of Birth<br>• Lunch Status<br>• 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: Registers | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Daily register, after school club registers, lunch register |
| | |

| | |
|---|---|
| **Personal Data Items** | **Child**<br><br>• Name<br>• Address<br>• Date of Birth<br>• Lunch Status<br>• 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: Rising Stars (word blaze) | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | 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 WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources |
| **Personal Data Items** | **teacher**<br><br>• Name<br>• email<br><br>**child**<br><br>• Name<br><br>**age**<br><br>• Name |
| **Why is it being processed?** | https://www.hoddereducation.co.uk/privacynotice |
| **Who is data shared with?** | https://www.hoddereducation.co.uk/privacynotice |

| System used: Safeguarding Records - Electronic | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs |

| | |
|---|---|
| | • Child Protection Plan/Actions<br><br>**Parent/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**Social Care Worker**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

| System used: SAS - Staff absence Insurance | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Date of Birth |

| | |
|---|---|
| **Why is it being processed?** | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |
| **Who is data shared with?** | https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf |

| System used: School meals identification | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Identification of pupils for meals |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Photograph<br>• Dietary requirement |
| **Why is it being processed?** | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies. |
| **Who is data shared with?** | Not shared |

| System used: School360 | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• School id<br>• Class/Group<br>• Year<br>• UPN (Unique Pupil Number)<br>• Gender<br>• Attendance (If School360 used for registration)<br>• Pupil concern reports<br>• EYFS reflections<br>**Staff**<br>• Name<br>• Staff Alternative e-mail address<br>• 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** | Felton C of E Primary 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**<br>• Name<br>**Child**<br>• Name<br>•<br>• Age<br>**Parent**<br>• 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** | Felton C of E Primary School |
| **Description** | Records relating to Special Educational Needs and Disability for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• SEND History<br>**Parents / Carers**<br>• Name<br>• Address<br>• Contact details<br>**Staff**<br>• Name<br>• Position |

| | |
|---|---|
| | **External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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: Send Paper Records | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Records relating to individual pupil's SEND history |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date Of Birth<br>• Address<br>• Medical Information<br>• Health & Social Care<br>• Specific Educational Needs<br>• Interventions In Place<br><br>**Parents**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support educational entitlement to meet statutory obligations |
| **Who is data shared with?** | Case workers, Parents, local Authority and Receiving Schools |

| System used: Social media sites e.g. Twitter, Facebook | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| **Personal Data Items** | **Pupil**<br>• Photos (unnamed)<br>• Videos (unnamed)<br>• School name<br>• 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: Teachers2Parent | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Parent/Staff/Other Text Messaging System |
| **Personal Data Items** | **Staff**<br>• Name<br>• Telephone number<br>**Pupil**<br>• Name<br>• Registration group<br>• Year group<br>**Parent/Carer**<br>• Name<br>• Primary telephone number<br>• Secondary telephone number<br>**Taxi driver**<br>• Taxi drivers name<br>• Taxi drivers telephone number<br>**Taxi escort**<br>• taxi escort name<br>• Taxi escort telephone number |
| **Why is it being processed?** | To provide access to Communication tool for contact between school and parent/carer/staff/other |
| **Who is data shared with?** | School staff |

| System used: The National College | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | A provider of online training for staff & governors |
| **Personal Data Items** | **Staff member**<br>• Name<br>• Job Title<br>• Email<br>• Phone number<br>**Governor**<br>• Name<br>• Email<br>• Phone number |
| **Why is it being processed?** | In order to provide access to online training and for billing purposes |
| **Who is data shared with?** | Contractors to provide service |

| System used: Thrive | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Social and Emotional Screening Programme |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Class<br>• Year Group<br>• UPN<br>• Assessment information<br>• LAC<br>**Staff**<br>• Name<br>• Class |
| **Why is it being processed?** | Social & emotional development tracking |
| **Who is data shared with?** | School staff |

| System used: Times Tables Rock Stars | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Online times tables practice and testing. |
| **Personal Data Items** | **Staff** |

| | |
|---|---|
| | • Name<br>• Email address<br>• School name<br>• School address<br><br>**Pupil**<br><br>• Name<br>• Year group<br>• Maths group |
| **Why is it being processed?** | To provide access to online learning tool. |
| **Who is data shared with?** | Staff |

| System used: Twinkl | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**child**<br><br>• Name |
| **Why is it being processed?** | https://www.twinkl.co.uk/legal |
| **Who is data shared with?** | https://www.twinkl.co.uk/legal |

| System used: Visitor book | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Log of all visitors into school / fire regulations |
| **Personal Data Items** | **Visitor**<br><br>• Name<br>• Date and time<br>• Car registration<br>• Purpose of visit<br>• Company<br>• |
| | |

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

| System used: Wonde | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Manages transfer of data from Sims MIS to School360. |
| **Personal Data Items** | **Staff** |

| | |
|---|---|
| | • Name<br><br>**Pupil**<br><br>• Name<br>• School id<br>• Class/group<br>• Year<br>• UPN<br>• Gender<br>• Attendance |
| **Why is it being processed?** | To facilitate the exchange of data to allow the set up of school360 for a school. |
| **Who is data shared with?** | School360 users |

| System used: Y4 Multiplication Check | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| **Personal Data Items** | **child**<br><br>•<br>• 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** | Felton C of E Primary School |
| **Description** | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Parent**<br><br>• Name |

| | |
|---|---|
| **Why is it being processed?** | https://zoom.us/trust |
| **Who is data shared with?** | https://zoom.us/trust |

| System used: Emergency Contact Details [Paper records] | |
|---|---|
| **Owner** | Felton C of E Primary School |
| **Description** | Record of names Addresses & Phone numbers of persons who should be contacted if situation requires urgent response |
| **Personal Data Items** | **Pupil**<br>• Name<br>• D.O.B<br>• Address<br>• Details of any medical or social circumstance which could necessitate urgent contact<br><br>**Parent/Carer**<br>• Name<br>• Home Phone<br>• Work Phone<br>• Mobile Phone<br>• Times when not available in day<br><br>**Other emergency contact**<br>• Name<br>• Relationship to Child<br>• Home Phone<br>• Relationship to Child<br>• Record of consent from parent/carer to use this contact in emergency<br>• Mobile Phone<br>• Work Phone |
| **Why is it being processed?** | So that in case of emergency an adult can be contacted |
| **Who is data shared with?** | Don't Share |