



Tweedmouth West First School

GDPR Privacy Notice Summary Report

Date: 12/07/2020

Data Protection Officer: Susan Mitchell

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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 |
| Behaviour Files - Paper (in class) | Information relating to the behaviours of particular pupils | yes |
| 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 |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, 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 |
| Dietary requirements information sheets | Required documents for specific children with severe allergies / intolerances and religious observations | yes |

| | | |
|--|--|-----|
| | (food) | |
| 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. | |
| Examination Boards administration | Pearson/OCR/AQA | |
| Frog Learning | Online learning application linked to School360. Provides resources for a wide range of curricular areas. | |
| 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 | |
| Health & Safety | Records pertaining to Health & Safety | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| iTrack | Pupil tracking and reporting software for EYFS - KS3 | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, health care plans, risk assessments | yes |
| Nursery (Early Years) files | Early years registration information and funding | yes |

| | | |
|---|---|-----|
| | informaiton for Early Years entitlement, hours taken each week | |
| Parent mail | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events | |
| 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. | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Seesaw | Seesaw - Student driven digital portfolios and simple parent communication. | |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| Teach your Monster to Read | Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn to read. | |
| Thrive | Social and Emotional Screening Programme | yes |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Tootoot | tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face. | |
| Visitor book | Log of all visitors into school / fire regulations | |

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|--------------------|---|-----|
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Emergency contacts | Paper system for emergency contacts of parents/carers/staff | |

System used: Accident book

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Log of accidents / minor injuries in school |
| Personal Data Items | Pupil <ul style="list-style-type: none">• 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 | Tweedmouth West First School |
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none">• Name• DOB• Gender• Address• Telephone number• Date and time of accident• nature of injury• Place of accident• First aid• Circumstances• Action taken• Witness information• <p>Staff member</p> <ul style="list-style-type: none">• 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• |
| 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 | Tweedmouth West First School |
| Description | Electronic and paper mark books |
| Personal Data Items | Child <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Attendance information about pupils and classes |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • 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: Behaviour Files - Paper (in class)

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Information relating to the behaviours of particular pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To ensure access to education appropriate to needs |
| Who is data shared with? | External support workers as applies |

| System used: CCTV | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | CCTV |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Images <p>Child</p> <ul style="list-style-type: none"> • Images <p>Visitor</p> <ul style="list-style-type: none"> • Images |
| Why is it being processed? | Safeguarding |
| Who is data shared with? | Police in event of criminal investigations |

| System used: Charanga | |
|-----------------------------------|--|
| Owner | Tweedmouth West 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 | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • email address • Mobile phone number • Pupils groups <p>Pupil</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

System used: Child Protection Records - Paper

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

System used: Consent for educational visits

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|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Consent information for all educational visits including day trips and residential visits |
| Personal Data Items | Pupil <ul style="list-style-type: none">• 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

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|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | <p>CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.</p> |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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 <p>Main contact</p> <ul style="list-style-type: none"> • Name • Telephone Number |
| Why is it being processed? | <p>To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.</p> |
| Who is data shared with? | <p>School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.</p> |

System used: Data tracking spreadsheets

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|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Spreadsheets (excel) to track progress of children over the course of their school career. |
| Personal Data Items | <p>pupil</p> <ul style="list-style-type: none"> • Name • date of birth • gender • class • year • FSM • SEN • Assessment info |
| Why is it being processed? | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements |
| Who is data shared with? | Different elemetns of data are shared with different parties including: other staff, Governors and parents |

System used: Dietary requirements information sheets

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Dietary information |
| Why is it being processed? | Health and safety - to avoid children coming into contact with specific foods |
| Who is data shared with? | n/a |

| System used: Eschools Website Provider | |
|--|---|
| Owner | Tweedmouth West First School |
| Description | On-line school website building tool |
| Personal Data Items | <p>School Information</p> <ul style="list-style-type: none"> • Name • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters <p>Pupil</p> <ul style="list-style-type: none"> • Photographs • • |
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| Who is data shared with? | The general public eschools is a public facing website |

| System used: EVOLVE visits | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications <p>Pupil</p> <ul style="list-style-type: none"> • 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: Examination Boards administration

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Pearson/OCR/AQA |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Date of birth • Gender • Unique Candidate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades |
| Why is it being processed? | Exam entry and issuing of qualifications |
| Who is data shared with? | Edexcel |

System used: Frog Learning

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Online learning application linked to School360. Provides resources for a wide range of curricular areas. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class / Year group <p>Teacher</p> <ul style="list-style-type: none"> • Name • Class / Year group |
| Why is it being processed? | To allow secure individual access access to the online learning materials. |
| Who is data shared with? | Shared with school with Staff. |

| System used: Futures Cloud | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Internet / Network monitoring and reporting tool |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • I/P address • URL's visited <p>Teacher</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Governor</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Details of all members of the Governing Body |
| Personal Data Items | <p>Name</p> <ul style="list-style-type: none"> • 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: Health & Safety | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Records pertaining to Health & Safety |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Visitor</p> <ul style="list-style-type: none"> • 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: Interactive Resources | |
|------------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Pupil / teacher online learning resources for Numeracy. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group • School <p>Pupil</p> <ul style="list-style-type: none"> • 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: iTrack | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Pupil tracking and reporting software for EYFS - KS3 |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Year • Class • Gender • Performance data |
| Why is it being processed? | To provide access to a range of online tracking and reporting tools. |
| Who is data shared with? | N/A |

| System used: Just2easy | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Gender • Class / Year group • School <p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group • School |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360 |
| Who is data shared with? | N/A |

| System used: Lightspeed Internet Filtering | |
|--|---|
| Owner | Tweedmouth West First School |
| Description | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • 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: Local Authority moderation of work

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West 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 <ul style="list-style-type: none">• Name Staff <ul style="list-style-type: none">• Initials Pupil <ul style="list-style-type: none">• 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 | Tweedmouth West First School |
| Description | Information relating to children who are in Looked After Care |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • 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: Looked After Children Records - Paper

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Information relating to children who are Looked After |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none">• Name• Date of Birth• Address• Health Needs• Social Care Status• Educational Needs• Medical History• Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none">• Name• Address• Contact Details <p>Staff</p> <ul style="list-style-type: none">• Name• Position <p>External Support Workers</p> <ul style="list-style-type: none">• Name• Organisation• Position• Address• Contact Details |
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

System used: Medical Files - Paper

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none">• Name• Date of Birth• Address• Health Needs• Social Care Status• Educational Needs• Medical History• Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none">• Name• Address• Contact Details <p>Staff</p> <ul style="list-style-type: none">• Name• Position <p>External Support Workers</p> <ul style="list-style-type: none">• 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 | Tweedmouth West First School |
| Description | File of medical information for each child: asthma, medication administered, health care plans, risk assessments |
| Personal Data Items | Pupil <ul style="list-style-type: none">• 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: Nursery (Early Years) files

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Early years registration information and funding information for Early Years entitlement, hours taken each week |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Documents seen / recorded • Parents Nat. Insurance Number • Eligibility code • Religion • Email address • Telephone number • Parent work details • Emergency contact details • Former placements • Medical information • Ethnic origin • SEN information • EAL • Armed forces • Meal arrangements • Parental consent: medicine, photos, website, school publications, press, local excursions • Start dates • Desired sessions |
| Why is it being processed? | To ensure registration of children into school and that children receive their entitlements |
| Who is data shared with? | School staff, NCC, outside agencies as required |

System used: Parent mail

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events |
| Personal Data Items | <p>School</p> <ul style="list-style-type: none">• Name• School email address <p>Staff</p> <ul style="list-style-type: none">• Name• Class• Title• e-mail• Gender• Telephone number• DOB• School address <p>Pupil</p> <ul style="list-style-type: none">• Name• Year• Parent/carer name• Title• Class• Gender• DOB• Address• DOB <p>Parent/carer</p> <ul style="list-style-type: none">• Name• Telephone number• email address• Title• Gender• Address |
| Why is it being processed? | To provide access to a range of communication and payment tools |
| Who is data shared with? | School staff |

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

| System used: Photographs and videos of staff and pupils. | |
|--|---|
| Owner | Tweedmouth West First School |
| Description | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Photograph • Video <p>Pupil</p> <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) <p>Governor</p> <ul style="list-style-type: none"> • 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: Recruitment information

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Part of the job application process |
| Personal Data Items | <p>Name</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

System used: Safeguarding Records - Paper

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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: School meals identification | |
|--|---|
| Owner | Tweedmouth West First School |
| Description | Identification of pupils for meals |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Photograph • Dietary requirement |
| Why is it being processed? | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies. |
| Who is data shared with? | Not shared |

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

System used: Seesaw

| | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Seesaw - Student driven digital portfolios and simple parent communication. |
| Personal Data Items | Staff <ul style="list-style-type: none">• Name• School• Classes Pupil <ul style="list-style-type: none">• Name• School• Year• Classes |
| Why is it being processed? | To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios. |
| Who is data shared with? | Not shared |

System used: SEND electronic records

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • 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: Send Paper Records | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • 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: SIMS | |
|----------------------------|--|
| Owner | Tweedmouth West 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 | <p>Pupil</p> <ul style="list-style-type: none"> • 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 | Tweedmouth West First School |
| Description | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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: Teach your Monster to Read

| | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn to read. |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • gender • Age <p>Teacher</p> <ul style="list-style-type: none"> • Name • email address |
| Why is it being processed? | To provide pupil access to the online resources. |
| Who is data shared with? | School staff |

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

| System used: Times Tables Rock Stars | |
|--------------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Online times tables practice and testing. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • School name • School address <p>Pupil</p> <ul style="list-style-type: none"> • 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: Tootoot | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Class • Year <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Contact details |
| Why is it being processed? | To provide access for staff, pupils and parents/carers to the tootoot tools. |
| Who is data shared with? | Staff, parents |

| System used: Visitor book | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Log of all visitors into school / fire regulations |
| Personal Data Items | <p>Visitor</p> <ul style="list-style-type: none"> • 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: Wonde | |
|-----------------------------------|--|
| Owner | Tweedmouth West First School |
| Description | Manages transfer of data from Sims MIS to School360. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/group • Year • UPN • Gender • 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: Emergency contacts | |
|-----------------------------------|---|
| Owner | Tweedmouth West First School |
| Description | Paper system for emergency contacts of parents/carers/staff |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • DOB • Contact details • Year group • Pupil's address • Alternative addresses <p>Parent/carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details • Relationship to pupil <p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details |
| Why is it being processed? | To contact parents/carers/staff in the event of an emergency situation |
| Who is data shared with? | Headteacher, Deputy Head, designated staff |