


# Red Row Primary School

# GDPR Privacy Notice Summary Report

# Date: 08/11/2026

Data Protection Officer: Louise Gilmour

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# Introduction

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

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

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

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

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

# Systems included in this report

| System Name | Description | Special Category |
|---|---|---|
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| 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 | |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| Class Dojo | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers. | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Covid-19 Lateral Flow Testing | About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff | yes |

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| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| 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 | |
| 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. | |
| Governance | Details of all members of the Governing Body | |
| HAF- HolidayActivities | The dedicated platform built to run and report on your local authority HAF programme. | yes |
| Health & Safety | Records pertaining to Health & Safety | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Letter join | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you | |

| | | |
|---|---|---|
| | trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. | |
| Lexia | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments | yes |
| My Maths | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. | |
| Nessy - Literacy interventions | Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia | |
| 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. | |
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| 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 | |
| Phonics play | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn | |
| Photographs and videos of staff and pupils. | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. | |
| 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 |
| PIVATS | An online assessment and target setting tool | 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 |
| 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 |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |

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| 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. | |
| Tapestry | An online journal recording all the learning and fun of children's early years education. | |
| Target Tracker | Pupil assessment and tracking software?. | yes |
| 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. | |
| Visitor book | Log of all visitors into school / fire regulations | |

| System used: Accident book | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Log of accidents / minor injuries in school |
| **Personal Data Items** | **Pupil**<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** | Red Row Primary School |
| **Description** | ACC1 form for reporting accidents to NCC |
| **Personal Data Items** | **Pupil**<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>• 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 |

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

| System used: Assessment Records | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Electronic and paper mark books |
| **Personal Data Items** | **Child**<br><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** | Red Row Primary School |
| **Description** | Attendance information about pupils and classes |
| **Personal Data Items** | **Pupil**<br><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** | Red Row Primary School |
| **Description** | BBC Bitesize is a free online study support resource designed to help with |

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|---|---|
| | 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: Child Protection Records - Electronic | |
|---|---|
| **Owner** | Red Row 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>**Parents**<br>• Name<br>• Address<br>• Contact Details<br>**Staff**<br>• Name<br>• Position<br>**Social Care Worker** |

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|---|---|
| | • 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?** | 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** | Red Row Primary School |
| **Description** | Records relating to child protection issues for individual pupils |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>•<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational needs<br>• Child Protection Plan/Actions<br><br>**Parents/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 |

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|---|---|
| | • 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/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| System used: Class Dojo | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Phone number<br>• email<br>• Password<br>• Device id<br>• Gender<br>• School<br>• School address<br>• Geo Location<br>• Photos, Videos, Docs and audio<br>• IP address<br><br>**Pupil**<br><br>• Name<br>• Password<br>• Age<br>• School<br>• IP Address<br><br>**Parent/carer**<br><br>• Name<br>• Phone number<br>• Email address<br>• Password<br>• Device id<br>• Gender<br>• School<br>• Geo location<br>• IP Address |
| **Why is it being processed?** | To provide access to the online curriculum and classroom management? tools |
| **Who is data shared with?** | Shared within school |

| System used: Consent for educational visits | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil**<br>• 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: Covid-19 Lateral Flow Testing | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff |
| **Personal Data Items** | **Child**<br>• Name<br>• Date of Birth<br>• Postcode<br>• Test Result<br><br>**Parent**<br>• Name<br>• Email address<br>• Telephone number |
| **Why is it being processed?** | To support the national effort in the fight against Covid-19. Under instruction from the DfE and PHE. |
| **Who is data shared with?** | Public Health England |

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

| System used: Data tracking spreadsheets | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Spreadhseets (excel) to track progress of children over the course of their school career. |
| **Personal Data Items** | **pupil** |

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|---|---|
| | • 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: Dietary requirements information sheets | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil**<br><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** | Red Row Primary School |
| **Description** | On-line school website building tool |
| **Personal Data Items** | **School Information**<br><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><br>**Pupil**<br><br>• Photographs<br>•<br>• |

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| **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** | Red Row 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><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** | Red Row Primary School |
| **Description** | Internet / Network monitoring and reporting tool |
| **Personal Data Items** | **Pupil**<br>• Name<br>• I/P address<br>• URL's visited<br><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. |

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| **Who is data shared with?** | NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school. |

| System used: Google Classroom | |
|---|---|
| **Owner** | Red Row 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>**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** | Red Row 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<br>• Gmail address<br>**Pupil**<br>• Name<br>• Classes / groups<br>• Gmail address<br>**Governor**<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: Governance | |
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| **Owner** | Red Row 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: HAF- HolidayActivities | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | The dedicated platform built to run and report on your local authority HAF programme. |
| **Why is it being processed?** | To run and report HAF programme for schools. |
| **Who is data shared with?** | https://www.holidayactivities.com/privacy-notice/ |

| System used: Health & Safety | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Child**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Visitor**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |
| | |

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|---|---|
| **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: Just2easy | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| **Personal Data Items** | **Child**<br>• Name<br>• Gender<br>• Class / Year group<br>• School<br>**Staff**<br>• Name<br>• Class / Year group<br>• 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: Letter join | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |
| **Personal Data Items** | **School**<br>• Name<br>**Staff**<br>• Name<br>• Class<br>**Pupil**<br>• Name |

| | |
|---|---|
| | • Class |
| **Why is it being processed?** | To provide online access to a range of teaching and learning materials for staff and pupils. |
| **Who is data shared with?** | Not shared |

| System used: Lexia | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Job title<br>• School<br>• Address<br>• Telephone number<br>• e-mail address<br>• IP address<br>• Browser information<br>•<br>**School**<br>• Name<br>• Payment details<br>• Usage data<br>**Pupil**<br>• Name<br>• Age<br>• Class<br>• Group |
| **Why is it being processed?** | To provide access for staff and pupils to a comprehensive range of teaching resources |
| **Who is data shared with?** | Staff |

| System used: Lightspeed Internet Filtering | |
|---|---|
| **Owner** | Red Row 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** |

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|---|---|
| | • Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School<br><br>**Pupil**<br><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** | Red Row 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><br>• Name<br><br>**Staff**<br><br>• Initials<br><br>**Pupil**<br><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** | Red Row Primary School |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil** |

| | |
|---|---|
| | • 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><br>**Parents & Carers**<br><br>• Name<br>• Contact Details<br>• Address<br>•<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 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** | Red Row Primary School |
| **Description** | Information relating to children who are Looked After |
| **Personal Data Items** | **Pupils**<br><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>•<br><br>**Parents & Carers**<br><br>• Name<br>• Contact Details |

| | |
|---|---|
| | • Address<br>•<br><br>**Staff**<br><br>• 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 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** | Red Row 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**<br><br>• 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 Files - Paper | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<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>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support Workers**<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** | Red Row Primary School |
| **Description** | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| **Personal Data Items** | **Pupil** |

| | |
|---|---|
| | • 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: My Maths | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Email<br><br>**Pupil**<br><br>• Name<br>• Age<br>• Gender<br>• Year<br>• Class<br>• Performance data |
| **Why is it being processed?** | To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials. |
| **Who is data shared with?** | Shared within school. |

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

| System used: Nursery (Early Years) files | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Early years registration information and funding informaiton for Early Years entitlement, hours taken each week |
| **Personal Data Items** | **Pupil**<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** | Red Row 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: Parent mail | |
|---|---|
| **Owner** | Red Row Primary 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** | **School**<br>• Name<br>• School email address<br>**Staff**<br>• Name<br>• Class<br>• Title<br>• e-mail<br>• Gender<br>• Telephone number<br>• DOB<br>• School address<br>**Pupil**<br>• Name<br>• Year<br>• Parent/carer name<br>• Title |

| | |
|---|---|
| | • Class<br>• Gender<br>• DOB<br>• Address<br>• DOB<br><br>**Parent/carer**<br><br>• Name<br>• Telephone number<br>• email address<br>• Title<br>• Gender<br>• 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** | Red Row Primary School |
| **Description** | Information relating to staff employment |
| **Personal Data Items** | **Staff**<br><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: Phonics play | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn |
| **Personal Data Items** | **School**<br><br>• Name |

| | |
|---|---|
| | **Pupil**<br>• Name<br>**Staff**<br>• Name |
| **Why is it being processed?** | To provide access to online learning resources for pupils and staff. |
| **Who is data shared with?** | Staff |

| System used: Photographs and videos of staff and pupils. | |
|---|---|
| **Owner** | Red Row 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** | Red Row 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** |

| | |
|---|---|
| | • Name<br>• Job title<br>• email address<br>• Telephone number<br><br>**Pupil**<br><br>• Name<br>• Age<br>• Date of birth<br>• Gender<br>• Ethnic origin<br>• First Language<br>• Unique pupil number<br>• 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: PIVATS | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | An online assessment and target setting tool |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Year Group<br>• UPN<br>• Assessment information<br>• LAC<br>• FSM<br>• Gender<br>• Primary Need<br><br>**Staff**<br><br>• Name<br>• e-mail |
| **Why is it being processed?** | Attainment tracking |
| **Who is data shared with?** | Local Authority, NHS Services (CYPS) |

| System used: Places Leisure- School Swimming Management System | |
|---|---|
| **Owner** | Red Row 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** | Red Row Primary School |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<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** | Red Row 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: Safeguarding Records - Electronic | |
|---|---|
| **Owner** | Red Row 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<br>• 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: Safeguarding Records - Paper | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Records relating to safeguarding of children |
| **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>**Parent/Carers**<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?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

| System used: School360 | |
|---|---|
| **Owner** | Red Row 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: SEND electronic records | |
|---|---|
| **Owner** | Red Row 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<br>**External Support Workers** |

| | |
|---|---|
| | • 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** | Red Row 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: SIMS | |
|---|---|

| | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date of birth<br>• Address<br>• Title<br>• Gender<br>• Class<br>• Year<br>• Parent/carer name<br>• UPN<br>• Dietary Requirements<br>• Medical information<br>• Attendance/exclusion<br>• FSM<br>• SEN<br>• Assessment information<br>• Child Protection Plan<br>• School history<br>• Looked After Information<br><br>**Parent/Carer**<br>• Name<br>• Address<br>• Phone number<br>• email address<br>• Gender<br>• Title<br>• DOB<br>• Parental responsibility<br>• Language<br>• Occupation<br><br>**Staff**<br>• Name<br>• Address<br>• Phone number<br>• email address<br>• Title<br>• Gender<br>• DOB<br>• NI Number<br>• Ethnicity<br>• Bank Account Information<br>• Qualifications<br>• Disability & Medical Information<br>• Religion |

| | |
|---|---|
| | • Marital status<br>• Language<br>• Passport Information<br>• Dietary requirements<br>• Absences<br>• Car information<br>• Next of Kin<br>• Payroll number<br>• 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** | Red Row Primary School |
| **Description** | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| **Personal Data Items** | **Pupil**<br><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: Tapestry | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | An online journal recording all the learning and fun of children's early years education. |
| **Personal Data Items** | **School**<br><br>• Name<br>• Address<br>• Email address and name of person who pays for service in school<br><br>**Pupil**<br><br>• Name<br>• Date of birth<br>• Notes on progress<br>• Photographs<br>• Videos<br>• Address |

| | |
|---|---|
| | **Parent**<br><br>• Name<br>• email address<br><br>**Staff**<br><br>• Name<br>• Email address |
| **Why is it being processed?** | To provide access to an online early years journal which records pupil activity and progress throughout the year. |
| **Who is data shared with?** | The child's? new school if it uses Tapestry. |

| System used: Target Tracker | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Pupil assessment and tracking software?. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Email address<br><br>**Pupils**<br><br>• Name<br>• Date of birth<br>• Age<br>• Classes<br>• Ethnicity<br>• SEN data<br>• Pupil premium eligibility<br>• Performance data<br>• Attendance data |
| **Why is it being processed?** | To help track progress and set targets for pupils. |
| **Who is data shared with?** | School Staff |

| System used: Teach your Monster to Read | |
|---|---|
| **Owner** | Red Row Primary 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** | **Child**<br><br>• Name<br>• gender<br>• Age |

| | |
|---|---|
| | **Teacher**<br><br>• Name<br>• 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** | Red Row Primary School |
| **Description** | Social and Emotional Screening Programme |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Class<br>• Year Group<br>• UPN<br>• Assessment information<br>• LAC<br><br>**Staff**<br><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** | Red Row Primary School |
| **Description** | Online times tables practice and testing. |
| **Personal Data Items** | **Staff**<br><br>• 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: Visitor book | |
|---|---|
| **Owner** | Red Row Primary School |
| **Description** | Log of all visitors into school / fire regulations |
| **Personal Data Items** | **Visitor**<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 |