



Berwick St Marys C of E First School

GDPR Privacy Notice Summary Report

Date: 21/08/2025

Data Protection Officer: Vicki Evans

01289 306170

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 | |
| Behaviour Files - Paper (in class) | Information relating to the behaviours of particular pupils | yes |
| Busy Things | Online games & activities for learning | |
| 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 |
| Class Charts | Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for | |

| | | |
|---|---|-----|
| | everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making. | |
| 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 |
| Debbie Judd HR | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| | | |

| | | |
|-----------------------------------|---|-----|
| Edenred | Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital & SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked. | |
| Eduspot | Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App | 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. | |
| Examination Boards administration | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |
| HAF- HolidayActivities | The dedicated platform built to run and report on your local authority HAF programme. | yes |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| ICT North | IT services for schools | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |

| | | |
|--|--|-----|
| Language Angels | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. | |
| 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, | yes |

| | | |
|---|--|-----|
| | medication administered, health care plans, risk assessments | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. | |
| National Online Safety.com | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing | |
| National Tutoring Programme (NTP) | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. | yes |
| Natterhub | Innovative Online Safety & Digital Literacy Tool Y1-6 Interactive lessons Lesson plans Resources Teacher notes Assessment | |
| NFER | Assessment materials, reading test and pupil progress data | |
| Northumberland School Readiness Passport | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. | |
| Nuffield Early Language Intervention (NELI) | The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research. | yes |
| Nursery (Early Years) files | Early years registration information and funding information for Early Years entitlement, hours taken each week | yes |
| Padlet | Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files | |
| | | |

| | | |
|---|--|-----|
| 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 | |
| Performance Management | Staff appraisals | |
| Personnel files | Information relating to staff employment | |
| Photographs and videos of staff and pupils. | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. | |
| PIRA - Rising stars (Wordblaze) | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages. | yes |
| PIVATS | An online assessment and target setting tool | yes |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| 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 |
| 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 |
| Senso Cloud | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal | |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| | | |

| | | |
|------------------------------|--|-----|
| Spelling Shed | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. | |
| STEM | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access. | |
| Tapestry | An online journal recording all the learning and fun of children's early years education. | |
| Teachers2Parent | Parent/Staff/Other Text Messaging System | |
| Testbase | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. | yes |
| The National College | A provider of online training for staff & governors | |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Twinkl | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. | |
| Vimeo | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player | |
| Visitor book | Log of all visitors into school / fire regulations | |
| Vocabulary Ninja | THE HOME OF HIGH-QUALITY TEACHING AND LEARNING RESOURCES. WHICH TEACHING RESOURCES DO YOU NEED? At Vocabulary Ninja we provide a wide variety of high-quality products and systems that help to support pupils, teachers and schools. | |
| White Rose Maths and Science | Influenced, inspired and informed by the work of | yes |

| | | |
|---------------------------------------|---|-----|
| | leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child. | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Y4 Multiplication Check | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. | |
| Zoom | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. | |
| Child Protection Records | Records relating to child protection issues for individual pupils | |
| Educspot (school money) | School meals, After and before school clubs, communication with parents regarding finance, swimming, trips and provide consent for school trips | |
| Looked After Children Records - Paper | Information relating children who are Looked After | |
| Performance Management | Records relating to staff appraisal, teaching observation records and CPD | |
| Pupil Reports - Paper system | Information relating to achievement & progress of individual pupils | |
| Scrutiny and Moderation Records | Records of joint meetings of moderating and scrutiny of pupil progress | |
| SEND Paper Records | Records relating to individual pupil's SEND history | |

| System used: Accident book | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E 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 | Berwick St Marys C of E First School |
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | Pupil <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 • Staff member <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 | Berwick St Marys C of E 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 | Berwick St Marys C of E 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: BBC Bitesize | |
|---------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | BBC Bitesize is a free online study support resource designed to help with |

| | |
|-----------------------------------|---|
| | learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| Personal Data Items | teacher <ul style="list-style-type: none"> • Name • email address child <ul style="list-style-type: none"> • Name • Age • 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: Behaviour Files - Paper (in class) | |
|---|---|
| Owner | Berwick St Marys C of E First School |
| Description | Information relating to the behaviours of particular pupils |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position External Support Workers |

| | |
|-----------------------------------|--|
| | <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: Busy Things | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Online games & activities for learning |
| Personal Data Items | <p>Taecher</p> <ul style="list-style-type: none"> • Name • email <p>Pupil</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To allow use of the system |
| Who is data shared with? | Not Shared |

| System used: CCTV | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E 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 | Berwick St Marys C of E First School |

| | |
|-----------------------------------|--|
| Description | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • School • email address • Mobile phone umber • Pupils groups Pupil <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 | Berwick St Marys C of E First School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • Parents <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position Social Care Worker <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • 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 | Berwick St Marys C of E 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 |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • 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: Class Charts | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making. |
| Personal Data Items | <p>teacher</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name <p>age</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.edukey.co.uk/gdpr-compliance/ |
| Who is data shared with? | https://www.edukey.co.uk/gdpr-compliance/ |

| System used: Consent for educational visits | |
|---|--|
| Owner | Berwick St Marys C of E First School |
| Description | Consent information for all educational visits including day trips and residential visits |
| Personal Data Items | <p>Pupil</p> <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 | |
| Owner | Berwick St Marys C of E First School |
| Description | 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. |
| 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? | 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 | Berwick St Marys C of E First School |
| Description | Spreadhseets (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 elements of data are shared with different parties including: other staff, Governors and parents |

| | |
|-----------------------------------|---|
| System used: Debbie Judd HR | |
| Owner | Berwick St Marys C of E First School |
| Description | <p>Our aim is to provide outstanding HR advice and support to schools and academies, which will then enable schools and academies to focus on providing high standards of education to their pupils and students. We are based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further afield. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.</p> |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • All staff employment details |
| Why is it being processed? | https://debbiejuddhr.co.uk/about-us/ |
| Who is data shared with? | https://debbiejuddhr.co.uk/about-us/ |

| | |
|--|--------------------------------------|
| System used: Dietary requirements information sheets | |
| Owner | Berwick St Marys C of E First School |

| | |
|-----------------------------------|---|
| Description | Required documents for specific children with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | Pupil <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: Edenred | |
| Owner | Berwick St Marys C of E First School |
| Description | Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital & SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked. |
| Personal Data Items | parent <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | https://www.edenred.co.uk/legal/legal-entity/privacy-policy/ |
| Who is data shared with? | https://www.edenred.co.uk/legal/legal-entity/privacy-policy/ |

| | |
|----------------------------|--|
| System used: Eduspot | |
| Owner | Berwick St Marys C of E First School |
| Description | Teachers2parents; School Money; Behaviour Watch; School Pod; School Website Design; Parents Evening; Cashless Catering; School App |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • School • Classes |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> Email <p>Pupils</p> <ul style="list-style-type: none"> Name Class age Performance Data SEND Gender |
| Why is it being processed? | To provide the school with a range of tools for recording reporting and communication with parents/carers |
| Who is data shared with? | n/a |

| System used: Eschools Website Provider | |
|--|---|
| Owner | Berwick St Marys C of E 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 | Berwick St Marys C of E 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 |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • 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 | Berwick St Marys C of E First School |
| Description | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board |
| 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? | Examination Board |

| System used: Google Classroom | |
|-------------------------------|--|
| Owner | Berwick St Marys C of E First 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • 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 | Berwick St Marys C of E 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: Google Meet | |
|-----------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| Personal Data Items | <p>teacher</p> <ul style="list-style-type: none"> • Name • • <p>child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB |
| Who is data shared with? | https://policies.google.com/privacy?hl=en-GB |

| System used: Governance | |
|-----------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | Details of all members of the Governing Body |
| Personal Data Items | Name <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: HAF- HolidayActivities | |
|-------------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | The dedicated platform built to run and report on your local authority HAF programme. |
| Why is it being processed? | To run and report HAF programme for schools. |
| Who is data shared with? | https://www.holidayactivities.com/privacy-notice/ |

| System used: Health & Safety | |
|------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | Records pertaining to Health & Safety |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident Child <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident Visitor <ul style="list-style-type: none"> • Name • Contact details • D.o.B |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> Record of Accident/Incident |
| Why is it being processed? | To ensure Health and Safety Regulations are followed |
| Who is data shared with? | NCC, school staff and parents |

| System used: Huggg | |
|-----------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | <p>parent</p> <ul style="list-style-type: none"> Name <p>child</p> <ul style="list-style-type: none"> Name age |
| Why is it being processed? | https://www.huggg.me/privacy |
| Who is data shared with? | https://www.huggg.me/privacy |

| System used: ICT North | |
|-----------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | IT services for schools |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> Name Username Email address Temporary passwords <p>Pupil</p> <ul style="list-style-type: none"> Name Username Email address Temporary passwords |
| Why is it being processed? | ICT support to end users at site / access to school IT equipment. |
| Who is data shared with? | Staff, pupils, ICT North administrators |

| System used: Interactive Resources | |
|------------------------------------|--------------------------------------|
| Owner | Berwick St Marys C of E First School |
| | |

| | |
|-----------------------------------|---|
| Description | Pupil / teacher online learning resources for Numeracy. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Class / Year group • School Pupil <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: Language Angels | |
| Owner | Berwick St Marys C of E First School |
| Description | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. |
| Personal Data Items | teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| Who is data shared with? | Language_Angels_Home_School_Terms_&_Conditions.pdf |

| | |
|--------------------------|---|
| System used: Letter join | |
| Owner | Berwick St Marys C of E First School |
| Description | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters |

| | |
|-----------------------------------|--|
| | and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |
| Personal Data Items | School <ul style="list-style-type: none"> • Name Staff <ul style="list-style-type: none"> • Name • Class Pupil <ul style="list-style-type: none"> • 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 | Berwick St Marys C of E First School |
| Description | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Job title • School • Address • Telephone number • e-mail address • IP address • Browser information • School <ul style="list-style-type: none"> • Name • Payment details • Usage data Pupil <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Age • Class • Group |
| Why is it being processed? | To provide access for staff and pupils to a comprehensive range of teaching resources |
| Who is data shared with? | Staff |

| System used: Lightspeed Internet Filtering | |
|--|---|
| Owner | Berwick St Marys C of E 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 | Berwick St Marys C of E 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 | <p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Initials <p>Pupil</p> |

| | |
|-----------------------------------|---|
| | <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 | Berwick St Marys C of E 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 | Berwick St Marys C of E 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 | Berwick St Marys C of E 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 |

| | |
|-----------------------------------|---|
| | Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position External Support Workers <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 | Berwick St Marys C of E First School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position External Support Workers <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • 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 | Berwick St Marys C of E 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: MS Office Suite | |
|------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name <p>Governor</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To provide OneDrive for education to staff, pupils and governors. |
| Who is data shared with? | N/A |

| System used: National Centre for Excellence in the Teaching of Mathematics (NCETM) | |
|--|--|
| Owner | Berwick St Marys C of E First School |
| Description | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • email address • School |
| Why is it being processed? | To provide access to the wide range of resources available online. |
| Who is data shared with? | Tribal and school staff. |

| System used: National Online Safety.com | |
|---|---|
| Owner | Berwick St Marys C of E First School |
| Description | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • Email |
| Why is it being processed? | |
| Who is data shared with? | https://nationalonlinesafety.com/privacy-notice |

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

| System used: Natterhub | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Innovative Online Safety & Digital Literacy Tool Y1-6 Interactive lessons Lesson plans Resources Teacher notes Assessment |
| Personal Data Items | teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | https://natterhub.com/legal |
| Who is data shared with? | https://natterhub.com/legal |

| System used: NFER | |
|----------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | Assessment materials, reading test and pupil progress data |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • School • Contact details Pupil |

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

| System used: Northumberland School Readiness Passport | |
|---|---|
| Owner | Berwick St Marys C of E First School |
| Description | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • Gender • Date of Birth • Unique Identifier • PP Information • Entitlement of hours • Special Needs Information • Development Progress • |
| Why is it being processed? | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| Who is data shared with? | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

| System used: Nuffield Early Language Intervention (NELI) | |
|--|--|
| Owner | Berwick St Marys C of E First School |
| Description | The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research. |
| Why is it being processed? | To support schools with Language Intervention |
| Who is data shared with? | n/a |

| System used: Nursery (Early Years) files | |
|--|--|
| | |

| | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Early years registration information and funding information for Early Years entitlement, hours taken each week |
| Personal Data Items | Pupil <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: Padlet | |
| Owner | Berwick St Marys C of E First School |
| Description | Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Teacher |
| Why is it being processed? | To facilitate learning |
| Who is data shared with? | Business providers e.g. billing |

| System used: Parent mail | |
|-----------------------------------|---|
| Owner | Berwick St Marys C of E 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: Performance Management | |
|-------------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Staff appraisals |
| Why is it being processed? | To assist SLT in reviewing performance |

| | |
|---------------------------------|--------------|
| Who is data shared with? | Staff member |
|---------------------------------|--------------|

| System used: Personnel files | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Information relating to staff employment |
| Personal Data Items | Staff <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 | Berwick St Marys C of E First School |
| Description | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Photograph • Video Pupil <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) Governor <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: PIRA - Rising stars (Wordblaze) | |
|--|--|
| Owner | Berwick St Marys C of E First 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 | <p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name • Job title • email address • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Date of birth • Gender • Ethnic origin • First Language • Unique pupil number • Pupil premium information • 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 | Berwick St Marys C of E First School |
| Description | An online assessment and target setting tool |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Year Group • UPN • Assessment information • LAC • FSM • Gender |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Primary Need Staff <ul style="list-style-type: none"> • Name • e-mail |
| Why is it being processed? | Attainment tracking |
| Who is data shared with? | Local Authority, NHS Services (CYPS) |

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|--|---|
| Owner | Berwick St Marys C of E First School |
| Description | A website linked to the scheme Read Write Inc which includes a staff portal. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Address • Email • Telephone Number • Role |
| Why is it being processed? | https://www.ruthmiskin.com/en/privacy-policy/ |
| Who is data shared with? | https://www.ruthmiskin.com/en/privacy-policy/ |

| System used: Recruitment information | |
|--------------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Part of the job application process |
| Personal Data Items | Name <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 | Berwick St Marys C of E First School |

| | |
|-----------------------------------|---|
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | Child <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 | Berwick St Marys C of E First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions Parent/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers <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 | Berwick St Marys C of E 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 | Berwick St Marys C of E First School |

| | |
|-----------------------------------|--|
| Description | Identification of pupils for meals |
| Personal Data Items | Pupil <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 | Berwick St Marys C of E First School |
| Description | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| Personal Data Items | Pupil <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 Staff <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: SEND electronic records | |
| Owner | Berwick St Marys C of E First School |
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • 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 | Berwick St Marys C of E 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: Senso Cloud | |
| Owner | Berwick St Marys C of E First School |
| Description | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal |
| Personal Data Items | <p>User</p> <ul style="list-style-type: none"> • Name • Marital status • Title • DOB • Gender • Address • Email Address • Telephone number |
| Why is it being processed? | For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation. |
| Who is data shared with? | External third parties - details and lawful basis all set out on website privacy notice. |

| | |
|----------------------------|--|
| System used: SIMS | |
| Owner | Berwick St Marys C of E 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 | Berwick St Marys C of E First School |
| Description | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| Personal Data Items | Pupil <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: Spelling Shed | |
| Owner | Berwick St Marys C of E First School |
| Description | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • Age • Parent <ul style="list-style-type: none"> • Name • Contact Details |
| Why is it being processed? | https://www.edshed.com/en-gb/privacy |
| Who is data shared with? | https://www.edshed.com/en-gb/privacy |

| | |
|--------------------------|--|
| System used: STEM | |
| Owner | Berwick St Marys C of E First School |
| Description | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts |

| | |
|-----------------------------------|--|
| | have put together a selection of activities and materials, which are free for everyone to access. |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name Age <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.stem.org.uk/privacy-policy |
| Who is data shared with? | https://www.stem.org.uk/privacy-policy |

| | |
|----------------------------|---|
| System used: Tapestry | |
| Owner | Berwick St Marys C of E First School |
| Description | An online journal recording all the learning and fun of children's early years education. |
| Personal Data Items | School <ul style="list-style-type: none"> • Name • Address • Email address and name of person who pays for service in school Pupil <ul style="list-style-type: none"> • Name • Date of birth • Notes on progress • Photographs • Videos • Address Parent <ul style="list-style-type: none"> • Name • email address Staff <ul style="list-style-type: none"> • Name • 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: Teachers2Parent | |
|-----------------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | Parent/Staff/Other Text Messaging System |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name • Registration group • Year group <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Primary telephone number • Secondary telephone number <p>Taxi driver</p> <ul style="list-style-type: none"> • Taxi drivers name • Taxi drivers telephone number <p>Taxi escort</p> <ul style="list-style-type: none"> • taxi escort name • Taxi escort telephone number |
| Why is it being processed? | To provide access to Communication tool for contact between school and parent/carers/staff/other |
| Who is data shared with? | School staff |

| System used: Testbase | |
|----------------------------|---|
| Owner | Berwick St Marys C of E First School |
| Description | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. |
| Personal Data Items | School |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Contact Address • Contact Email • Contact Telephone Number • Billing Address <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • UPN • Admission number • Gender • Year Group • Registration group • Class name • Teacher name • Ethnicity • Eligibility for free school meals • Pupil premium indicator • SEN Status • In LEA care |
| Why is it being processed? | To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups. |
| Who is data shared with? | AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service. |

| | |
|-----------------------------------|--|
| System used: The National College | |
| Owner | Berwick St Marys C of E First School |
| Description | A provider of online training for staff & governors |
| Personal Data Items | <p>Staff member</p> <ul style="list-style-type: none"> • Name • Job Title • Email • Phone number <p>Governor</p> <ul style="list-style-type: none"> • Name • Email • Phone number |
| Why is it being processed? | In order to provide access to online training and for billing purposes |
| | |

| | |
|---------------------------------|--------------------------------|
| Who is data shared with? | Contractors to provide service |
|---------------------------------|--------------------------------|

| | |
|---|--|
| System used: Times Tables Rock Stars | |
| Owner | Berwick St Marys C of E First School |
| Description | Online times tables practice and testing. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Email address • School name • School address Pupil <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: Twinkl | |
| Owner | Berwick St Marys C of E First School |
| Description | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.twinkl.co.uk/legal |
| Who is data shared with? | https://www.twinkl.co.uk/legal |

| | |
|---------------------------|--------------------------------------|
| System used: Vimeo | |
| Owner | Berwick St Marys C of E First School |

| | |
|-----------------------------------|---|
| Description | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://vimeo.com/privacy |
| Who is data shared with? | https://vimeo.com/privacy |

| | |
|-----------------------------------|--|
| System used: Visitor book | |
| Owner | Berwick St Marys C of E First School |
| Description | Log of all visitors into school / fire regulations |
| Personal Data Items | Visitor <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: Vocabulary Ninja | |
| Owner | Berwick St Marys C of E First School |
| Description | THE HOME OF HIGH-QUALITY TEACHING AND LEARNING RESOURCES. WHICH TEACHING RESOURCES DO YOU NEED? At Vocabulary Ninja we provide a wide variety of high-quality products and systems that help to support pupils, teachers and schools. |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | https://vocabularyninja.co.uk/privacy-policy-vn/ |

| | |
|---------------------------------|---|
| Who is data shared with? | https://vocabularyninja.co.uk/privacy-policy-vn/ |
|---------------------------------|---|

| System used: White Rose Maths and Science | |
|---|--|
| Owner | Berwick St Marys C of E First School |
| Description | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Email address • Payment details <p>Child</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address <p>Parent</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address • |
| Why is it being processed? | https://whiterosemaths.com/privacy/ |
| Who is data shared with? | https://whiterosemaths.com/privacy/ |

| System used: Wonde | |
|----------------------------|--|
| Owner | Berwick St Marys C of E 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 |

| | |
|-----------------------------------|--|
| | Pupil <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: Y4 Multiplication Check | |
|--------------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| Personal Data Items | child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| Who is data shared with? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |

| System used: Zoom | |
|-----------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://zoom.us/trust |
| | |

| | |
|---------------------------------|---|
| Who is data shared with? | https://zoom.us/trust |
|---------------------------------|---|

| | |
|--|--|
| System used: Child Protection Records | |
| Owner | Berwick St Marys C of E 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: Educspot (school money) | |
| Owner | Berwick St Marys C of E First School |
| Description | School meals, After and before school clubs, communication with parents regarding finance, swimming, trips and provide consent for school trips |

| | |
|-----------------------------------|---|
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • UPN • Class • DOB Parents <ul style="list-style-type: none"> • Name • Contact Details • Bank Details • Payment history |
| Why is it being processed? | To ensure the smooth delivery of effective finance |
| Who is data shared with? | NA |

| System used: Looked After Children Records - Paper | |
|--|--|
| Owner | Berwick St Marys C of E First School |
| Description | Information relating children who are Looked After |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • Parents & Carers <ul style="list-style-type: none"> • Contact Details • Address • Name Staff <ul style="list-style-type: none"> • Name • Position External Support <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: Performance Management | |
|-------------------------------------|--|
| Owner | Berwick St Marys C of E First School |
| Description | Records relating to staff appraisal, teaching observation records and CPD |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Position • Observation Records • CPD Records • Objectives and Progress • Line Manager • Performance Records • Support Plans |
| Why is it being processed? | To inform and improve staff performance |
| Who is data shared with? | Individual |

| System used: Pupil Reports - Paper system | |
|---|--|
| Owner | Berwick St Marys C of E First School |
| Description | Information relating to achievement & progress of individual pupils |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Class • Achievement • Progress • Attendance Staff <ul style="list-style-type: none"> • Name • Position |
| Why is it being processed? | To meet statutory requirements and report on the education of the pupil by informing parents/carers of achievement & progress |
| Who is data shared with? | Parents/Carers |

| System used: Scrutiny and Moderation Records | |
|--|--------------------------------------|
| Owner | Berwick St Marys C of E First School |
| | |

| | |
|-----------------------------------|---|
| Description | Records of joint meetings of moderating and scrutiny of pupil progress |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Position • Record of Discussion |
| Why is it being processed? | To evaluate and inform |
| Who is data shared with? | NA |

| | |
|-----------------------------------|--|
| System used: SEND Paper Records | |
| Owner | Berwick St Marys C of E First School |
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Medical information • Health and Social Care • Specific Special Needs • Interventions In Place Parents <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position External Support <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 school |