

Cragside C of E Cont Primary School

GDPR Privacy Notice Summary Report

Date: 24/11/2026

Data Protection Officer: Helen Pye

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Active Learn Pearsons - including Bug Club and Abacus Maths	Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools.	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Bikeability	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England	
Child Protection Records - Electronic	Records relating to child protection issues for individual pupils	yes
Child Protection Records - Paper	Records relating to child protection issues for individual pupils	yes
Class Dojo	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.	
CLPE	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children’s books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.	
Commando Joes	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.	yes

Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
DfE (Gov.uk)	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)	
DFE-Census and workforce Census	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.	
Dietary requirements information sheets	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
Discovery Education	Discovery Education is a trusted partner for schools, supporting them in realising their vision and achieving their goals with curriculum-matched content, professional development solutions and professional networking opportunities.	
Ed Shed	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational	

	products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools	
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.	
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.	
ItchyRobot	School Website Provider	
Jigsaw Education Group	provide comprehensive, high-quality resources for PSHE and RE that empower teachers and support student wellbeing. Our innovative curriculum helps students develop the knowledge, skills, and values they need to thrive in today's world. We offer a range of ready-to-use resources, including lesson plans, activities, and interactive tools, designed to make teaching engaging and effective. From Early Years to Secondary, Jigsaw provides everything teachers need to deliver meaningful, impactful lessons that promote both personal growth and academic success.	
Kapow	Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials.	
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.	
Libresoft Librarian	Online system allows school to manage library	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Live Kitchen	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis	
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
Mathletics _ online numeracy activities	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher’s unique blend of student-driven learning and teacher-led instruction.	
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments	yes
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you’ll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background	
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
National Tutoring Programme (NTP)	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose	yes

	education has been most impacted by the pandemic.	
Nereo (Matrix)	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.	
NetSupport	It software solutions- classroom support,	
Newcastle United Foundation	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.	
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.	
Onecom	Call recording system. Onecom is a UK based independent business telecommunications provider delivering fixed line, mobile, Unified Communications and connectivity solutions.	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Pearson	Pearson provides education, training and assessment/verification services around the world (our "Services"). We work directly with individuals such as students, parents, teachers, and other professionals, and provide our Services to institutions (such as schools, universities, employers).	yes
Personnel files	Information relating to staff employment	
Phonics play	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn	

Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
Places Leisure- School Swimming Management System	The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for.	yes
Purple Mash	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
SAS - Staff absence Insurance	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional	

School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
SchoolGrid	SchoolGrid provides kitchen management software to schools and caterers across the public sector.	
Seesaw	Seesaw - Student driven digital portfolios and simple parent communication.	
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.	
Sonar Tracher	Sonar Tracker is the pupil progress and assessment platform brought to you by Juniper Education and developed by the expert teams behind Classroom Monitor, OTrack, Pupil Asset and Target Tracker. It has the straightforward insightful reports of OTrack, the pupil, parent, and key stakeholder engagement capabilities of Classroom Monitor, the pupil tracking software from Pupil Asset, and the wealth of educational expertise from the whole local authority behind Target Tracker. All combined to create one new, powerful platform that utilises over 60 years of education experience so schools can base their decisions on insights and intelligence that educators can rely on.	yes
Superkind	Educating, inspiring and empowering the next generation of change-makers to make a difference in the world around them. Not just one day, but right now. Built in collaboration with global leaders in philanthropy and childhood education, SuperKind is an award-winning platform for schools to integrate social action and philanthropy within the wider curriculum and their classrooms. Our aim is help children grow up to be open-minded, empathetic and with a strong sense of their own agency in the world.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Target Tracker	Pupil assessment and tracking software?.	yes
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
Thrive	Social and Emotional Screening Programme	yes

Times Tables Rock Stars	Online times tables practice and testing.	
Twinkl	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it.	
Tyne & Wear Pension Fund-South Tyneside Council	The Administering Authority holds personal data , in its capacity as a controller, for the proper handling of all matters relating to the Fund, including its administration and management.	yes
Visipoint	Digital visitor book software recording staff and visitor sign in and outs on school sites.	
Visitor book	Log of all visitors into school / fire regulations	
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.	
Languagenut	MFL resource for children to use	
Visipoint	Digital visitor management system.	

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

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

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

System used: Active Learn Pearsons - including Bug Club and Abacus Maths	
Owner	Cragside C of E Cont Primary School
Description	Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools.
Personal Data Items	**Pupil** • Name • Class **Staff** • Name
Why is it being processed?	To provide online access to curriculum materials for staff and pupils
Who is data shared with?	Not shared

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

System used: Attendance file	
Owner	Cragside C of E Cont Primary School
Description	Attendance information about pupils and classes
Personal Data Items	**Pupil**

	• Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

System used: Behaviour Files - Paper (in class)	
Owner	Cragside C of E Cont Primary School
Description	Information relating to the behaviours of particular pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To ensure access to education appropriate to needs
Who is data shared with?	External support workers as applies

System used: Bikeability	
Owner	Cragside C of E Cont Primary School
Description	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England
Why is it being processed?	https://bikeability.org.uk/privacy-policy/
Who is data shared with?	https://bikeability.org.uk/privacy-policy/

System used: Child Protection Records - Electronic	
Owner	Cragside C of E Cont Primary School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • **Parents** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carers as appropriate, some information shared

	with key workers, health care professionals and Police, receiving school

System used: Child Protection Records - Paper	
Owner	Cragside C of E Cont Primary School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	**Pupils** • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Class Dojo	
Owner	Cragside C of E Cont Primary School
Description	Class Dojo is a classroom management and behaviour rewards system

	which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
Personal Data Items	**Staff** • Name • Phone number • email • Password • Device id • Gender • School • School address • Geo Location • Photos, Videos, Docs and audio • IP address **Pupil** • Name • Password • Age • School • IP Address **Parent/carer** • Name • Phone number • Email address • Password • Device id • Gender • School • Geo location • IP Address
Why is it being processed?	To provide access to the online curriculum and classroom management? tools
Who is data shared with?	Shared within school

System used: CLPE	
Owner	Cragside C of E Cont Primary School
Description	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children’s books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.

Personal Data Items	**Teacher** • Name
Why is it being processed?	https://clpe.org.uk/content/privacy-cookies
Who is data shared with?	https://clpe.org.uk/content/privacy-cookies

System used: Commando Joes	
Owner	Cragside C of E Cont Primary School
Description	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.
Why is it being processed?	To track the impact of the program on the children.
Who is data shared with?	https://commandojoes.co.uk/privacy-policy/

System used: Consent for educational visits	
Owner	Cragside C of E Cont Primary School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	**Pupil** • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor
Why is it being processed?	To ensure school has up to date information when taking children off site
Who is data shared with?	NCC or medical practitioners / providers

System used: CPOMS	
Owner	Cragside C of E Cont Primary School
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using

	CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	**Pupil** • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy **Main contact** • Name • Telephone Number
Why is it being processed?	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
Who is data shared with?	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

System used: Data tracking spreadsheets	
Owner	Cragside C of E Cont Primary School
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	**pupil** • Name • date of birth • gender • class • year • FSM • SEN • Assessment info
Why is it being processed?	Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements

Who is data shared with?	Different elemetns of data are shared with different parties including: other staff, Governors and parents

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

System used: DFE-Census and workforce Census	
Owner	Cragside C of E Cont Primary School
Description	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there’s a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.
Personal Data Items	**Staff** • Name
Why is it being processed?	https://www.gov.uk/help/privacy-notice
Who is data shared with?	https://www.gov.uk/help/privacy-notice

System used: Dietary requirements information sheets	
Owner	Cragside C of E Cont Primary School
Description	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)
Personal Data Items	**Pupil** • 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: Discovery Education	
Owner	Cragside C of E Cont Primary School
Description	Discovery Education is a trusted partner for schools, supporting them in realising their vision and achieving their goals with curriculum-matched content, professional development solutions and professional networking opportunities.
Personal Data Items	**Teacher** • Name **Child** • Name
Why is it being processed?	https://www.discoveryeducation.co.uk/privacy-policy
Who is data shared with?	https://www.discoveryeducation.co.uk/privacy-policy

System used: Ed Shed	
Owner	Cragside C of E Cont Primary School
Description	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools
Personal Data Items	**Teacher** • Name

	Child • Name
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: Eschools Website Provider	
Owner	Cragside C of E Cont Primary School
Description	On-line school website building tool
Personal Data Items	**School Information** • Name • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters **Pupil** • 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	Cragside C of E Cont Primary School
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	**Staff** • Name • e-mail address • IP address • Location data • Qualifications **Pupil** • Name • Date of Birth • UPN

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

System used: Examination Boards administration	
Owner	Cragside C of E Cont Primary School
Description	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
Personal Data Items	**Child** • Name • Date of birth • Gender • Unique Candidiate 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	Cragside C of E Cont Primary School
Description	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.
Personal Data Items	**Teacher** • Name **Child** • 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	Cragside C of E Cont Primary School

Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	**Staff** • Name • Classes / groups • Gmail address **Pupil** • Name • Classes / groups • Gmail address **Governor** • Name • Gmail address
Why is it being processed?	To provide Google drive for education to staff, pupils and governors.
Who is data shared with?	Staff and Pupils

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

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

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

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

System used: ItchyRobot	
Owner	Cragside C of E Cont Primary School

Description	School Website Provider
Personal Data Items	**Staff Information for use on website** • Name • Job title • Photo **Pupil (for use on website)** • Photo (with consent) **Visitor / Parent / Other stakeholder** • Photo (with consent) • Name (with consent)
Why is it being processed?	Contract, consent - as part of the school website and publication of school information, news, events etc. Staff information as part of requirements for school website.
Who is data shared with?	Shared publicly via the website.

System used: Jigsaw Education Group	
Owner	Cragside C of E Cont Primary School
Description	provide comprehensive, high-quality resources for PSHE and RE that empower teachers and support student wellbeing. Our innovative curriculum helps students develop the knowledge, skills, and values they need to thrive in today's world. We offer a range of ready-to-use resources, including lesson plans, activities, and interactive tools, designed to make teaching engaging and effective. From Early Years to Secondary, Jigsaw provides everything teachers need to deliver meaningful, impactful lessons that promote both personal growth and academic success.
Personal Data Items	**Staff** • Name • Role at school/place of work • work email • school telephone
Why is it being processed?	To fulfill contract to provide resources/services.
Who is data shared with?	We will not sell or disclose your personal information to a third party. However, we will disclose specific information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on us or the site; (b) protect and defend the rights or property of the J gsaw Education Group; and, (c) act under exigent circumstances to protect the personal safety of users of the Jigsaw Education Group, or the public

System used: Kapow	
Owner	Cragside C of E Cont Primary School
Description	Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials.
Personal Data Items	**Staff Member/User** • Name • Title • Username / similar identifier
Why is it being processed?	From Kapow's privacy notice: We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances: Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation.
Who is data shared with?	From Kapow's privacy notice: 'We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above. Specific third parties including financial auditors, legal advisors, marketing agencies engaged to promote our business and products Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.'

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

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

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

System used: Libresoft Librarian	
Owner	Cragside C of E Cont Primary School
Description	Online system allows school to manage library
Personal Data Items	**Staff Member** • Name • school email address • School phone number **Child** • Name • Gender • Year Group • Pupil Premium Status • School email
Why is it being processed?	
Who is data shared with?	We may disclose personal information to our employees, contractors, affiliates, subsidiaries, agents and service providers for purposes relating to the supply of Our products and services. For example, we may disclose personal information to: Third party providers for the purpose of providing support for Our products or services; and Third party suppliers in the course and for the purpose of providing a product or service.

System used: Lightspeed Internet Filtering	
Owner	Cragside C of E Cont Primary School

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

System used: Live Kitchen	
Owner	Cragside C of E Cont Primary School
Description	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis
Personal Data Items	**Pupil** • Name • Age **Parent** • Name • email address • Payment detais if using direct debit
Why is it being processed?	To provide additional functionality and a better service to pupils and parents at lunchtime.
Who is data shared with?	School staff and NCC

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

System used: Looked After Children Records - Electronic	
Owner	Cragside C of E Cont Primary School
Description	Information relating to children who are in Looked After Care
Personal Data Items	**Pupil** • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background **Parents & Carers** • Name • Contact Details • Address • **Staff** • Name • Position

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

System used: Looked After Children Records - Paper	
Owner	Cragside C of E Cont Primary School
Description	Information relating to children who are Looked After
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • **Parents & Carers** • Name • Contact Details • Address • **Staff** • Name • Position **External Support Workers** • 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: Mathletics _ online numeracy activities	
Owner	Cragside C of E Cont Primary School
Description	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.
Personal Data Items	**Pupil** • Name • School • Year group • Test results **Staff** • Name • School
Why is it being processed?	To Provide secure individual access to the online learning materials
Who is data shared with?	School staff

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

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

System used: Medical Files - Paper	
Owner	Cragside C of E Cont Primary School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • address • Contact details
Why is it being processed?	To ensure access to education
Who is data shared with?	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

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

System used: Microsoft Teams	
Owner	Cragside C of E Cont Primary School
Description	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your

	computer or phone. Join virtual meetings set up by your teacher and even blur your background
Personal Data Items	**Teacher** • Name **Child** • Name
Why is it being processed?	https://privacy.microsoft.com/en-us/privacystatement
Who is data shared with?	https://privacy.microsoft.com/en-us/privacystatement

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

System used: National Tutoring Programme (NTP)	
Owner	Cragside C of E Cont Primary 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** • 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: Nereo (Matrix)	
Owner	Cragside C of E Cont Primary School
Description	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.
Personal Data Items	**All Staff** • Name • Date of birth
Why is it being processed?	https://www.nereo.gov.uk/privacy-notice/
Who is data shared with?	https://www.nereo.gov.uk/privacy-notice/

System used: NetSupport	
Owner	Cragside C of E Cont Primary School
Description	It software solutions- classroom support,
Personal Data Items	**Staff** • Name • ID Number **Child** • Name • URN Number
Why is it being processed?	https://www.netsupportsoftware.com/education-solutions/
Who is data shared with?	https://www.netsupportsoftware.com/education-solutions/

System used: Newcastle United Foundation	
Owner	Cragside C of E Cont Primary School
Description	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.
Personal Data Items	**Child** • Forename • Surname • Gender • Ethnicity • Disability • School • Year Group • Class name
Why is it being processed?	to provide data to premier league on progress of children using NUFC Foundation
Who is data shared with?	School/Newcastle Foundation

System used: NFER	
Owner	Cragside C of E Cont Primary School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	**Staff** • Name • School • Contact details **Pupil** • Name • Date of birth • School • Performance data
Why is it being processed?	To assess pupil attainment and help staff track progress and set targets.
Who is data shared with?	Not shared

System used: Northumberland School Readiness Passport	
Owner	Cragside C of E Cont Primary School

Description	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.
Personal Data Items	**Child** • 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: Onecom	
Owner	Cragside C of E Cont Primary School
Description	Call recording system. Onecom is a UK based independent business telecommunications provider delivering fixed line, mobile, Unified Communications and connectivity solutions.
Personal Data Items	**Pupil** • School matters presented by staff/parent/carer that could include personal or special category data **Parent/Carer** • School matters presented by staff/parent/carer that could include personal or special category data
Why is it being processed?	To gather evidence and record any exchanges between staff and parents in the event of any referrals or other areas which may require evidence (i.e. complaints), and for staff training purposes and quality assurance.
Who is data shared with?	Parent/Carers as appropriate, Staff as appropriate, some information shared with external agencies, health care professionals and Police if necessary

System used: Parents Evening Booking System	
Owner	Cragside C of E Cont Primary School
Description	Online booking system for parents evenings and other school events.

Personal Data Items	**Staff** • Name • Email • Classes **Pupil** • Name • Classes • Year **Parent** • Name • Email
Why is it being processed?	To provide parents/carers with an online system for booking parents evening and other school events.
Who is data shared with?	Shared with individual? parents and appropriate staff.

System used: Pearson	
Owner	Cragside C of E Cont Primary School
Description	Pearson provides education, training and assessment/verification services around the world (our "Services"). We work directly with individuals such as students, parents, teachers, and other professionals, and provide our Services to institutions (such as schools, universities, employers).
Personal Data Items	**Pupil** • Name • Information collected as part of Examinations, certifications, Educational Courses, and Tutoring • Health data for access arrangements • Biometric face and voice technology to prevent cheating • Other sensitive information for equality monitoring
Why is it being processed?	https://www.pearson.com/en-gb/privacy-center/privacy-notices.html
Who is data shared with?	https://www.pearson.com/en-gb/privacy-center/privacy-notices.html

System used: Personnel files	
Owner	Cragside C of E Cont Primary School
Description	Information relating to staff employment
Personal Data Items	**Staff** • Name

	• Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

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

System used: Photographs and videos of staff and pupils.	
Owner	Cragside C of E Cont Primary School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	**Staff** • Name • Photograph • Video **Pupil**

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

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

System used: Purple Mash	
Owner	Cragside C of E Cont Primary School
Description	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.

Personal Data Items	**Pupil** • Name • Year Group • School • Age **Staff** • Name • School
Why is it being processed?	To provide online access to a range of Edtech software.
Who is data shared with?	School staff

System used: Read Write Inc Website (www.ruthmiskin.com)	
Owner	Cragside C of E Cont Primary School
Description	A website linked to the scheme Read Write Inc which includes a staff portal.
Personal Data Items	**Staff** • 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: Safeguarding Records - Electronic	
Owner	Cragside C of E Cont Primary School
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions **Parent/Carers** • Name • Address

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

System used: Safeguarding Records - Paper	
Owner	Cragside C of E Cont Primary School
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions **Parent/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker**

	• Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: SAS - Staff absence Insurance	
Owner	Cragside C of E Cont Primary School
Description	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional
Personal Data Items	**Staff** • Name • Date of Birth
Why is it being processed?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf
Who is data shared with?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf

System used: School360	
Owner	Cragside C of E Cont Primary School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil** • Name

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

System used: SchoolGrid	
Owner	Cragside C of E Cont Primary School
Description	SchoolGrid provides kitchen management software to schools and caterers across the public sector.
Personal Data Items	**Pupil/parent/guardian account** • Name • DOB • Gender • Email • Telephone Number
Why is it being processed?	? Allowing parents and guardians to control their child's school meal service ? Providing (often critical) nutrition and allergy information to parents and guardians ? Contacting parents and guardians, possibly in case of emergency ? Providing parents and guardians with cashless payment options ? Providing parents and guardians with a means to submit feedback regarding the school meals service
Who is data shared with?	1. In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority. 2. We may sometimes contract with third parties to supply services to you on Our behalf, such as card payment processing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law. 3. We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any

	personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We do this to ensure that our site performs well and to identify any software issues. 4. We may from time to time share such data as described above with third parties such as prospective investors, school caterers (where they are contracted to provide food services at your child's school, and partners. Data will only be shared and used within the bounds of the law.

System used: Seesaw	
Owner	Cragside C of E Cont Primary School
Description	Seesaw - Student driven digital portfolios and simple parent communication.
Personal Data Items	**Staff** • Name • School • Classes **Pupil** • Name • School • Year • Classes
Why is it being processed?	To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios.
Who is data shared with?	Not shared

System used: SIMS	
Owner	Cragside C of E Cont Primary School
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	**Pupil** • 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	Cragside C of E Cont Primary School
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	**Pupil** • Photos (unnamed) • Videos (unnamed) • School name • Classes
Why is it being processed?	Unnamed photos of pupils and their work are used on the site
Who is data shared with?	Information shared with parents

System used: Sonar Tracher	
Owner	Cragside C of E Cont Primary School
Description	Sonar Tracker is the pupil progress and assessment platform brought to you by Juniper Education and developed by the expert teams behind Classroom Monitor, OTrack, Pupil Asset and Target Tracker. It has the straightforward insightful reports of OTrack, the pupil, parent, and key stakeholder engagement capabilities of Classroom Monitor, the pupil tracking software from Pupil Asset, and the wealth of educational expertise from the whole local authority behind Target Tracker. All combined to create one new, powerful platform that utilises over 60 years of education experience so schools can base their decisions on insights and intelligence that educators can rely on.
Personal Data Items	**Pupil Name** • Name • Pupil Year Group • Date of birth • Ethnicity • SEN data • Pupil Premium Eligibility • Performance data • Attendance data
Why is it being processed?	To help track progress and set targets for pupils.
Who is data shared with?	School staff

System used: Superkind	
Owner	Cragside C of E Cont Primary School
Description	Educating, inspiring and empowering the next generation of change-makers to make a difference in the world around them. Not just one day, but right now. Built in collaboration with global leaders in philanthropy and childhood education, SuperKind is an award-winning platform for schools to integrate social action and philanthropy within the wider curriculum and

	their classrooms. Our aim is help children grow up to be open-minded, empathetic and with a strong sense of their own agency in the world.
Personal Data Items	**Teacher** • Name • Email **Child** • Name • Age • Year Group
Why is it being processed?	https://superkind.org/privacy-policy
Who is data shared with?	

System used: Tapestry	
Owner	Cragside C of E Cont Primary School
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	**School** • Name • Address • Email address and name of person who pays for service in school **Pupil** • Name • Date of birth • Notes on progress • Photographs • Videos • Address **Parent** • Name • email address **Staff** • 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: Target Tracker	
Owner	Cragside C of E Cont Primary School
Description	Pupil assessment and tracking software?.
Personal Data Items	**Staff** • Name • Email address **Pupils** • Name • Date of birth • Age • Classes • Ethnicity • SEN data • Pupil premium eligibility • Performance data • Attendance data
Why is it being processed?	To help track progress and set targets for pupils.
Who is data shared with?	School Staff

System used: Testbase	
Owner	Cragside C of E Cont Primary 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** • Name • Contact Address • Contact Email • Contact Telephone Number • Billing Address **Staff** • Name **Pupil** • Name • UPN • Admission number • Gender

	• Year Group • Registration group • Class name • Teacher name • Ethnicity • Eligibilty 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: Thrive	
Owner	Cragside C of E Cont Primary School
Description	Social and Emotional Screening Programme
Personal Data Items	**Pupil** • Name • DOB • Class • Year Group • UPN • Assessment information • LAC **Staff** • Name • Class
Why is it being processed?	Social & emotional development tracking
Who is data shared with?	School staff

System used: Times Tables Rock Stars	
Owner	Cragside C of E Cont Primary School
Description	Online times tables practice and testing.
Personal Data Items	**Staff** • Name • Email address • School name • School address

	Pupil • Name • Year group • Maths group
Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

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

System used: Tyne & Wear Pension Fund- South Tyneside Council	
Owner	Cragside C of E Cont Primary School
Description	The Administering Authority holds personal data , in its capacity as a controller, for the proper handling of all matters relating to the Fund, including its administration and management.
Personal Data Items	**Staff** • Contact details- name, address, telephone numbers, and email • Identifying details- DoB, NI number, employee and membership numbers • Length of service and salary information • Bank account and tax details • Information about family, dependents and personal circumstances • Health information • Criminal conviction information
Why is it being processed?	For all matters relating to the Fund, including its administration and

	management. This can include the processing of your personal data for all or any of the following purposes: To contact you. To assess eligibility for, calculate and provide you (and, if you are a member of the Fund, your beneficiaries upon your death) with benefits. To identify your potential or actual benefit options and, where relevant, implement those options. To allow alternative ways of delivering your benefits, for example, through the use of insurance products and transfers to or mergers with other pension arrangements. For statistical and financial modelling and reference purposes (for example, when we assess how much money is needed to provide members' and beneficiaries' benefits and how that money should be invested). To comply with our legal and regulatory obligations as the administering authority of the Fund. To address queries from members and other beneficiaries and to respond to any actual or potential disputes concerning the Fund. The management of the Fund's liabilities, including the entering into of insurance arrangements and selection of Fund investments. In connection with the sale, merger or corporate reorganisation of or transfer of a business by the employers that participate in the Fund and their group companies.
Who is data shared with?	https://www.twpf.info/article/11482/Full-privacy-notice#whatdatawehold

System used: Visipoint	
Owner	Cragside C of E Cont Primary School
Description	Digital visitor book software recording staff and visitor sign in and outs on school sites.
Personal Data Items	**Website visitors - admin staff** • Name • Title • Organisation name • Job title • Industry • Email address • telephone number • organisation address and postcode • IP address • financial information such as credit/debit card numbers **Users - Pupil, Staff, Parents, Visitors etc.** • Name • Address • Email • phone number • department • car registration • photo • company • certificate log and document • DOB • pupil/student • class

	• attendance • student ID number • signature
Why is it being processed?	To keep record of all users visiting the school site, and timestamps of both signing in and out for H&S.
Who is data shared with?	School

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

System used: Wonde	
Owner	Cragside C of E Cont Primary School
Description	Manages transfer of data from Sims MIS to School360.
Personal Data Items	**Staff** • Name **Pupil** • 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	Cragside C of E Cont Primary School
Description	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.
Personal Data Items	**child** • • 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	Cragside C of E Cont Primary School
Description	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
Personal Data Items	**Teacher** • Name **Parent** • Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust

System used: Languagenut	
Owner	Cragside C of E Cont Primary School
Description	MFL resource for children to use
Personal Data Items	**child** • Name, Class
Why is it being processed?	Support MFL learning
Who is data shared with?	School staff, children and Languagenut.

System used: Visipoint	
Owner	Cragside C of E Cont Primary School
Description	Digital visitor management system.
Personal Data Items	**Visitor** • Name • Image • Contact Details • Car Registration
Why is it being processed?	The online management dashboard provides live reports of who is signed in and up-to-date evacuation registers in case of an emergency.
Who is data shared with?	Visipoint only in line with their privacy policy