


# Embleton Vincent Edwards C of E Primary School

## GDPR Privacy Notice Summary Report

## Date: 23/11/2026

Data Protection Officer: Helen Pye

# 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 | |
| Arbor | School information management system | 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 | |
| Busy Things | Online games & activities for learning | |
| Child Protection Records - Electronic | 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. | |
| Classroom Secrets | Classroom Secrets was founded by Claire and Ed Riley in 2013 after Claire took a supply role in a primary school. Being a trained secondary school teacher of performing arts, Claire was used to differentiating by outcome rather than by activity. When planning for her Year 4 class, she came across a problem – the activities and resources available did not allow all children in the same class to access them. Claire was used to providing the same activity for all children, with a choice of levels that would suit each child. And with that, the idea for Classroom Secrets was born… Based in Claire and Ed's hometown of Halifax, we have seen rapid growth since the spring of 2018. We now have over 50 employees working hard on a daily basis to bring you resources that help children learn and teachers reduce their workloads. | |
| 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. | |

| | | |
|---|---|---|
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| Developing Experts | Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation, handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child’s progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home. | |
| 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 |
| Duolingo | Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us | |
| 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 | |
| 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. | |
| 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. | |
| Future Me (NECOP and NUFC) | he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region. | |
| 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 | |
| GoRead | The GoApps suite of tools provide a unique environment to enhance education through engagement, impact and collaboration. GoRead is a digital reading record. | |
| 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. | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Kahoot | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home | |

| | | |
|---|---|---|
| | for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| 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 |
| 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. | |
| Numbots- Maths Circle LTD | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. | |
| Oxford Owls | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds | |
| ParentPay | ParentPay is an online payment service for schools and families. | yes |
| 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 |
| 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 |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| Reading Eggs | The multi-award winning early learning resource supports your child's learn to read journey with carefully designed online reading games and activities that are easy to follow, self-paced, and highly engaging for young children. | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Rising Stars (word blaze) | Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| SAS - Staff absence Insurance | AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning | |

| | | |
|---|---|---|
| | your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional | |
| Scholarpack | Cloud based system allowing school to enter & track pupil data | |
| School Cloud | SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far beyond version one. We've organically grown our team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations. | |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Scratch | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. | |
| Seesaw | Seesaw - Student driven digital portfolios and simple parent communication. | |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| | | |

| | | |
|---|---|---|
| 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 | |
| Sign-In App | Electronic sign-in software for the school / fire regulations / emergency evacuation | |
| 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. | |
| Tapestry | An online journal recording all the learning and fun of children's early years education. | |
| 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. | |
| typing.com | Typing.com offers a comprehensive curriculum to strengthen student’s typing abilities with a customizable experience for both educators and students. | |
| 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 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 | yes |

| | | |
|---|---|---|
| | 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. | |

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

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

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

| System used: Arbor | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | School information management system |
| **Personal Data Items** | **Admin**<br>• Name<br>• Phone contact<br>• email contact<br>• Organisiation<br>•<br>**Pupil**<br>• Name<br>• Date of birth<br>• Address<br>• Gender<br>• Parent/carer name and contact details<br>• UPN<br>• Dietary Requirements<br>• Ethnicity<br>• Religion<br>• Attainment & behaviour data<br>**Staff**<br>• Name<br>• Date of Birth<br>• Gender<br>• Employment records<br>**Parent/carer**<br>• Name<br>• Contact details |
| **Why is it being processed?** | To fulfil school's legal obligations in respect of pupil education |
| **Who is data shared with?** | Other schools Local Authority & public agencies as required |

| System used: Behaviour Files - Paper (in class) | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Information relating to the behaviours of particular pupils |

| | |
|---|---|
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Educational Behavioural Needs<br>• Social Care Status<br>•<br>**Parents/Carers**<br>• Name<br>• Address<br>• Contact Details<br>**Staff**<br>• Name<br>• Position<br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To ensure access to education appropriate to needs |
| **Who is data shared with?** | External support workers as applies |

| System used: Bikeability | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E 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: Busy Things | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Online games & activities for learning |
| **Personal Data Items** | **Taecher**<br>• Name<br>• email |

| | |
|---|---|
| | **Pupil**<br>• Name |
| **Why is it being processed?** | To allow use of the system |
| **Who is data shared with?** | Not Shared |

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

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

| System used: Classroom Secrets | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Classroom Secrets was founded by Claire and Ed Riley in 2013 after Claire took a supply role in a primary school. Being a trained secondary school teacher of performing arts, Claire was used to differentiating by outcome rather than by activity. When planning for her Year 4 class, she |

| | |
|---|---|
| | came across a problem – the activities and resources available did not allow all children in the same class to access them. Claire was used to providing the same activity for all children, with a choice of levels that would suit each child. And with that, the idea for Classroom Secrets was born… Based in Claire and Ed's hometown of Halifax, we have seen rapid growth since the spring of 2018. We now have over 50 employees working hard on a daily basis to bring you resources that help children learn and teachers reduce their workloads. |
| **Personal Data Items** | **Teacher**<br>• Name<br>•<br>•<br><br>**child**<br>• Name |
| **Why is it being processed?** | https://classroomsecrets.co.uk/privacy-policy/ |
| **Who is data shared with?** | https://classroomsecrets.co.uk/privacy-policy/ |

| System used: CLPE | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E 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**<br>• 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: Consent for educational visits | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB |

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

| System used: Data tracking spreadsheets | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Spreadhseets (excel) to track progress of children over the course of their school career. |
| **Personal Data Items** | **pupil**<br><br>• Name<br>• date of birth<br>• gender<br>• class<br>• year<br>• FSM<br>• SEN<br>• Assessment info |
| **Why is it being processed?** | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements |
| **Who is data shared with?** | Different elemetns of data are shared with different parties including: other staff, Governors and parents |

| System used: Developing Experts | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation, handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child’s progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home. |
| **Personal Data Items** | **School**<br><br>• Name<br><br>**Staff** |

| | |
|---|---|
| | • Name<br>• Email address<br><br>**Pupil**<br><br>• Name<br>• email address<br>• In app assessments<br><br>**Parent**<br><br>• Name<br>• Address<br>• Email address<br>• Phone number |
| **Why is it being processed?** | To provide online access to a wide range of teaching and learning materials for Staff, pupils and parents. |
| **Who is data shared with?** | Not shared |

| System used: DFE-Census and workforce Census | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| **Personal Data Items** | **Staff**<br><br>• 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** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil** |

| | |
|---|---|
| | • Name<br>• DOB<br>• Dietary information |
| **Why is it being processed?** | Health and safety - to avoid children coming into contact with specific foods |
| **Who is data shared with?** | n/a |

| System used: Duolingo | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us |
| **Personal Data Items** | **teacher**<br>• Name<br>**Child**<br>• Name<br>• age<br>• email |
| **Why is it being processed?** | https://www.duolingo.com/privacy |
| **Who is data shared with?** | https://www.duolingo.com/privacy |

| System used: Ed Shed | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E 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**<br>• Name<br>**Child**<br>• 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: Edenred | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary 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**<br>• Name<br>**child**<br>• Name<br>• 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: Eschools Website Provider | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | On-line school website building tool |
| **Personal Data Items** | **School Information**<br>• Name<br>• Address<br>• Contact information<br>• Class names<br>• Staff names<br>• Governor names<br>• Year group information (planning, homework)<br>• Newsletters<br>**Pupil**<br>• Photographs<br>• <br>• |
| | |

| | |
|---|---|
| **Why is it being processed?** | To inform parents and the wider community about the life of the school |
| **Who is data shared with?** | The general public eschools is a public facing website |

| System used: EVOLVE visits | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| **Personal Data Items** | **Staff**<br>• Name<br>• e-mail address<br>• IP address<br>• Location data<br>• Qualifications<br><br>**Pupil**<br>• Name<br>• Date of Birth<br>• UPN |
| **Why is it being processed?** | To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines. |
| **Who is data shared with?** | 'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.' |

| System used: Future Me (NECOP and NUFC) | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased |

| | |
|---|---|
| | awareness and understanding of higher education opportunities and progression pathways in the region. |
| **Personal Data Items** | **pupil**<br>• Name<br>• Age<br>• email<br>• address<br><br>**Teacher**<br>• Name<br>• email<br><br>**parent**<br>• Name<br>• email |
| **Why is it being processed?** | https://futureme.ac.uk/about/data-protection |
| **Who is data shared with?** | https://futureme.ac.uk/about/data-protection |

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

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

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

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

| System used: GoRead | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | The GoApps suite of tools provide a unique environment to enhance education through engagement, impact and collaboration. GoRead is a digital reading record. |
| **Personal Data Items** | **School**<br><br>• Name<br>• Contact Information<br><br>**Teacher**<br><br>• Name |

| | |
|---|---|
| | • <br><br>**Child**<br><br>• Name<br>• Class/Year names<br>• Email Address |
| **Why is it being processed?** | https://go-read.co.uk/privacy |
| **Who is data shared with?** | https://go-read.co.uk/privacy |

| System used: Health & Safety | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Child**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Visitor**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |
| **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** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| **Personal Data Items** | **parent**<br><br>• Name<br><br>**child** |

| | |
|---|---|
| | • Name<br>• age |
| **Why is it being processed?** | https://www.huggg.me/privacy |
| **Who is data shared with?** | https://www.huggg.me/privacy |

| System used: Just2easy | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Gender<br>• Class / Year group<br>• School<br><br>**Staff**<br><br>• Name<br>• Class / Year group<br>• School |
| **Why is it being processed?** | To provide access for staff and pupils to a variety of learning resources through School360 |
| **Who is data shared with?** | N/A |

| System used: Kahoot | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Pupil**<br><br>• Name<br>• Age |
| **Why is it being processed?** | https://kahoot.com/privacy-policy/ |
| | |

| | |
|---|---|
| **Who is data shared with?** | https://kahoot.com/privacy-policy/ |

| System used: Lightspeed Internet Filtering | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School<br>**Pupil**<br>• Name<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School |
| **Why is it being processed?** | Statutory requirement to filter Internet services for school users |
| **Who is data shared with?** | School leadership, LSCB and police if serious incident occurs |

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

| | |
|---|---|
| | schools |
| **Who is data shared with?** | Other NCC staff |

| System used: Looked After Children Records - Electronic | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br><br>**Parents & Carers**<br>• Name<br>• Contact Details<br>• Address<br>•<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving school |

| System used: Medical Files - Electronic | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br>• Name |

| | |
|---|---|
| | • Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To ensure access to education |
| **Who is data shared with?** | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

| System used: Medical log | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Inhaler / medication information (doseage)<br>• DOB<br>• Class<br>• Medical condition<br>• Signs and symptoms<br>• Treatment<br>• Parental consent<br>• Name of medication and dose<br>• Side effects<br>• Storage requirements<br>• Special equipment<br>• Testing needed<br>• Access to food drink |

| | |
|---|---|
| | • Dietary requirement<br>• Staff support<br>• Contingency arrangements<br>• Family / emergency contacts<br>• Hazard<br>• Risk<br>• Control measures / risk evaluation |
| **Why is it being processed?** | Health and safety of child |
| **Who is data shared with?** | Staff, NCC and NHS professionals |

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

| System used: MS Office Suite | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| **Personal Data Items** | **Staff** |

| | |
|---|---|
| | • Name<br>• Classes<br><br>**Pupil**<br><br>• Name<br><br>**Governor**<br><br>• 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 Tutoring Programme (NTP) | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E 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**<br><br>• Name<br>• SEN Status<br>• PP Funding Status<br>• Attainment Level<br>• Special Learning Needs<br>• 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: Northumberland School Readiness Passport | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Gender<br>• Date of Birth<br>• Unique Identifier<br>• PP Information<br>• Entitlement of hours<br>• Special Needs Information<br>• Development Progress<br>• |
| | |

| | |
|---|---|
| **Why is it being processed?** | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| **Who is data shared with?** | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

| System used: Numbots- Maths Circle LTD | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. |
| **Personal Data Items** | **Child**<br>• Name<br>• Year Group<br>• Maths Class<br>**School**<br>• Name<br>• Address<br>**Teachers**<br>• Name<br>• Email Address |
| **Why is it being processed?** | https://ttrockstars.com/page/privacy |
| **Who is data shared with?** | https://ttrockstars.com/page/privacy |

| System used: Oxford Owls | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name |

| | |
|---|---|
| | **Child**<br><br>• Name<br>• Age |
| **Why is it being processed?** | https://global.oup.com/privacy?cc=us |
| **Who is data shared with?** | https://global.oup.com/privacy?cc=us |

| System used: ParentPay | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | ParentPay is an online payment service for schools and families. |
| **Personal Data Items** | **staff**<br><br>• Name<br>• Gender<br><br>**Pupil**<br><br>• Name<br>• Date of birth<br>• Gender<br>• Groups<br>• Dietary requirements<br>• Postal address<br>• UPN<br>• Roll number<br>• Meal selections and history<br>• Emergency contact information<br>• Medical details<br>• EHIC<br>• Doctors contact<br>• Passport<br><br>**Parent/Carer**<br><br>• Name<br>• Gender<br>• Address<br>• Phone number<br>• Email<br>• Payment history & balance<br>• Payment card details |
| **Why is it being processed?** | To provide parents with an online payment system for meals, school trips and other activities/resources. |
| **Who is data shared with?** | School staff |

| System used: Performance Management | |
|---|---|

| | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Staff appraisals |
| **Why is it being processed?** | To assist SLT in reviewing performance |
| **Who is data shared with?** | Staff member |

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

| System used: Photographs and videos of staff and pupils. | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Photograph<br>• Video<br>**Pupil**<br>• Photograph (unnamed)<br>• Video (unnamed)<br>**Governor**<br>• Name |

| | |
|---|---|
| | • 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** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages. |
| **Personal Data Items** | **School**<br>• Name<br>**Staff**<br>• Name<br>• Job title<br>• email address<br>• Telephone number<br>**Pupil**<br>• Name<br>• Age<br>• Date of birth<br>• Gender<br>• Ethnic origin<br>• First Language<br>• Unique pupil number<br>• Pupil premium information<br>• Assessment results |
| **Why is it being processed?** | To provide access to a range of Rising stars resources including PIRA for standardised reading tests. |
| **Who is data shared with?** | Staff |

| System used: Places Leisure- School Swimming Management System | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on |

| | |
|---|---|
| | school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
| **Personal Data Items** | **Child**<br>• Name<br>• UPN<br>• Year Group<br>• DOB<br>• Gender<br>• SEN information<br>• Medical Needs<br>• EAL<br>• Pupil Premium |
| **Why is it being processed?** | To capture the progress of children in swimming |
| **Who is data shared with?** | N/A |

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | A website linked to the scheme Read Write Inc which includes a staff portal. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Address<br>• Email<br>• Telephone Number<br>• 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: Reading Eggs | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | The multi-award winning early learning resource supports your child's learn to read journey with carefully designed online reading games and activities that are easy to follow, self-paced, and highly engaging for young children. |
| **Personal Data Items** | **Staff** |

| | |
|---|---|
| | • Name<br>• School<br>• Email<br><br>**Pupil**<br><br>• Name<br>• Age<br>• Class |
| **Why is it being processed?** | |
| **Who is data shared with?** | School staff |

| System used: Recruitment information | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<br><br>• Name<br>• DOB<br>• Address<br>• Educational establishments attended<br>• Qualifications<br>• Disciplinary Records<br>• Appraisal Records<br>• Salary information |
| **Why is it being processed?** | As part of the recruitment process |
| **Who is data shared with?** | Governors/ shortlisting panel/ SIP/ HR |

| System used: Registers | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Daily register, after school club registers, lunch register |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Address<br>• Date of Birth<br>• Lunch Status<br>• Attendance |
| **Why is it being processed?** | To monitor children's attendance - legal obligation. |
| **Who is data shared with?** | School staff, after school club providers |

| |
|---|

| System used: Rising Stars (word blaze) | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources |
| **Personal Data Items** | **teacher**<br>• Name<br>• email<br>**child**<br>• Name<br>**age**<br>• Name |
| **Why is it being processed?** | https://www.hoddereducation.co.uk/privacynotice |
| **Who is data shared with?** | https://www.hoddereducation.co.uk/privacynotice |

| System used: Safeguarding Records - Electronic | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br>**Parent/Carers**<br>• Name<br>• Address<br>• Contact Details<br>**Staff**<br>• Name<br>• Position |

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

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

| System used: Scholarpack | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Cloud based system allowing school to enter & track pupil data |
| **Personal Data Items** | **Office admin** |

| | |
|---|---|
| | • Name<br>• Contact details<br>• Scholarpack Website use tracking<br><br>**Pupil**<br><br>• Name<br>• Education progress & attendance data<br><br>**Parent**<br><br>• Name<br>• website login email |
| **Why is it being processed?** | |
| **Who is data shared with?** | DFE & public bodies for public task |

| System used: School Cloud | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far beyond version one. We've organically grown our team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations. |
| **Personal Data Items** | **Parents**<br><br>• Name<br>• Email address<br><br>**Pupil**<br><br>• Name<br><br>**Teacher**<br><br>• Name |
| **Why is it being processed?** | https://www.schoolcloud.co.uk/privacy-notice.asp |
| **Who is data shared with?** | https://www.schoolcloud.co.uk/privacy-notice.asp |

| System used: School360 |
|---|

| | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• School id<br>• Class/Group<br>• Year<br>• UPN (Unique Pupil Number)<br>• Gender<br>• Attendance (If School360 used for registration)<br>• Pupil concern reports<br>• EYFS reflections<br>**Staff**<br>• Name<br>• Staff Alternative e-mail address<br>• Teacher pupil notes |
| **Why is it being processed?** | To facilitate setting up and access to the County learning platform - School360 |
| **Who is data shared with?** | SIMs Wonde Frog Learning Just2easy Interactive Resources |

| System used: Scratch | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name<br>•<br>• Age<br>**Parent**<br>• Name |
| **Why is it being processed?** | https://scratch.mit.edu/privacy_policy |
| **Who is data shared with?** | https://scratch.mit.edu/privacy_policy |

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

| System used: SEND electronic records | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Records relating to Special Educational Needs and Disability for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• SEND History<br>**Parents / Carers**<br>• Name<br>• Address<br>• Contact details<br>**Staff**<br>• Name<br>• Position |

| | |
|---|---|
| | **External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact details |
| **Why is it being processed?** | To ensure appropriate levels of support for the student in relation SEND needs |
| **Who is data shared with?** | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |

| System used: Senso Cloud | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary 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** | **User**<br><br>• Name<br>• Marital status<br>• Title<br>• DOB<br>• Gender<br>• Address<br>• Email Address<br>• 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: Sign-In App | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Electronic sign-in software for the school / fire regulations / emergency evacuation |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Job title<br>• Car registration<br>• Photo |

| | |
|---|---|
| | • Email address<br>• IP addresses<br>• Usage data<br>• Cookies data<br>• Online navigation data<br>• Location data<br>• Browser data<br><br>**Parent**<br><br>• Name<br>• Car registration<br>• Photo<br>• Email address<br>• IP addresses<br>• Usage data<br>• Cookies data<br>• Online navigation data<br>• Location data<br>• Browser data<br>• Purpose of visit<br><br>**Visitor**<br><br>• Name<br>• Car registration<br>• Job title/company<br>• Photo<br>• Email address<br>• IP addresses<br>• Usage data<br>• Cookies data<br>• Online navigation data<br>• Location data<br>• Browser data<br>• Purpose of visit |
| **Why is it being processed?** | Safeguarding, health and safety, fire regulations, emergency evacuation |
| **Who is data shared with?** | School staff, visitors |

| System used: Social media sites e.g. Twitter, Facebook | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| **Personal Data Items** | **Pupil**<br><br>• Photos (unnamed)<br>• Videos (unnamed)<br>• School name<br>• Classes |
| | |

| | |
|---|---|
| **Why is it being processed?** | Unnamed photos of pupils and their work are used on the site |
| **Who is data shared with?** | Information shared with parents |

| System used: Spelling Shed | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary 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**<br>• Name<br>• Age<br>•<br>**Parent**<br>• Name<br>• 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: Tapestry | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | An online journal recording all the learning and fun of children's early years education. |
| **Personal Data Items** | **School**<br>• Name<br>• Address<br>• Email address and name of person who pays for service in school<br>**Pupil**<br>• Name<br>• Date of birth<br>• Notes on progress<br>• Photographs<br>• Videos<br>• Address<br>**Parent**<br>• Name<br>• email address |

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

| System used: Times Tables Rock Stars | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Online times tables practice and testing. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Email address<br>• School name<br>• School address<br><br>**Pupil**<br><br>• Name<br>• Year group<br>• Maths group |
| **Why is it being processed?** | To provide access to online learning tool. |
| **Who is data shared with?** | Staff |

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

| | |
|---|---|
| **Who is data shared with?** | https://www.twinkl.co.uk/legal |

| System used: typing.com | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Typing.com offers a comprehensive curriculum to strengthen student's typing abilities with a customizable experience for both educators and students. |
| **Personal Data Items** | **Child**<br>• Name<br>• Email address<br>• Grade level<br>•<br>**Teacher**<br>• Name<br>• Email address |
| **Why is it being processed?** | https://www.typing.com/privacypolicy |
| **Who is data shared with?** | https://www.typing.com/privacypolicy |

| System used: Vocabulary Ninja | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary 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**<br>• Name<br>**child**<br>• Name<br>• 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** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Influenced, inspired and informed by the work of leading maths |

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

| System used: Wonde | |
|---|---|
| **Owner** | Embleton Vincent Edwards C of E Primary School |
| **Description** | Manages transfer of data from Sims MIS to School360. |
| **Personal Data Items** | **Staff**<br>• Name<br>**Pupil**<br>• Name<br>• School id<br>• Class/group<br>• Year<br>• UPN<br>• 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** | Embleton Vincent Edwards C of E Primary School |
| **Description** | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| **Personal Data Items** | **child**<br>•<br>• 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 |