



Holywell Village First School

GDPR Privacy Notice Summary Report

Date: 09/05/2025

Data Protection Officer: Linda Papaioannou

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
CCTV	CCTV	
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning	
Child Protection Records - Electronic	Records relating to child protection issues for individual pupils	yes
Child Protection Records - Paper	Records relating to child protection issues for individual pupils	yes
Class Charts	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
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.	
Diagnostic questions	Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence.	
Dietary requirements information sheets	Required documents for specific children with severe allergies / intolerances and religious observations (food)	yes
Eschools Website Provider	On-line school website building tool	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Futures Cloud	Internet / Network monitoring and reporting tool	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Google Classroom	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Google Meet	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	

Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
Micro Librarian	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data	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 started Tips 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 Centre for Excellence in the Teaching of Mathematics (NCETM)	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if	

	they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	
National 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
NFER	Assessment materials, reading test and pupil progress data	
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Nuffield Early Language Intervention (NELI)	The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research.	yes
Numbots- Maths Circle LTD	NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts.	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
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	
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.	
PIVATS	An online assessment and target setting tool	yes
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes

Safeguarding Records - Paper	Records relating to safeguarding of children	yes
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
SchoolGrid	SchoolGrid provides kitchen management software to schools and caterers across the public sector.	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
SIMS	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.	yes
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
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.	
Visitor book	Log of all visitors into school / fire regulations	
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	yes

	want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Y4 Multiplication Check	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.	
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	
Michelle Fowler Photography	School Photographer	
Visipoint System	Electronic sign-in system for staff and visitors	

System used: Accident book	
Owner	Holywell Village First School
Description	Log of accidents / minor injuries in school
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • class • Injury • first aid •
Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

System used: Accident Report Form	
Owner	Holywell Village First School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • Staff member <ul style="list-style-type: none"> • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information

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

System used: Assessment Records	
Owner	Holywell Village First School
Description	Electronic and paper mark books
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents

System used: Attendance file	
Owner	Holywell Village First School
Description	Attendance information about pupils and classes
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

System used: Behaviour Files - Paper (in class)	
Owner	Holywell Village First School
Description	Information relating to the behaviours of particular pupils

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

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

System used: Charanga	
Owner	Holywell Village First School
Description	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • email address • Mobile phone number • Pupils groups <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Assessment information
Why is it being processed?	To provide online access to teaching and learning materials.
Who is data shared with?	Shared with partner company Soundation AB

System used: Child Protection Records - Electronic	
Owner	Holywell Village First School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position

	Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	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	Holywell Village First School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	Pupils <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers

	<ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

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

System used: Consent for educational visits	
Owner	Holywell Village First School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor

Why is it being processed?	To ensure school has up to date information when taking children off site
Who is data shared with?	NCC or medical practitioners / providers

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

System used: DFE-Census and workforce Census	
Owner	Holywell Village First 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	<p>Staff</p> <ul style="list-style-type: none"> • 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: Diagnostic questions	
Owner	Holywell Village First School
Description	Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name • E-mail address • Primary role • What you teach <p>Pupils</p> <ul style="list-style-type: none"> • Name • Unique classroom id (generated by teacher)
Why is it being processed?	To provide online access for teachers and pupils to a variety of teaching and learning materials.
Who is data shared with?	Not Shared

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

System used: Eschools Website Provider	
Owner	Holywell Village First School
Description	On-line school website building tool
Personal Data Items	School Information

	<ul style="list-style-type: none"> • Name • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters <p>Pupil</p> <ul style="list-style-type: none"> • Photographs • •
Why is it being processed?	To inform parents and the wider community about the life of the school
Who is data shared with?	The general public eschools is a public facing website

System used: EVOLVE visits	
Owner	Holywell Village First School
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Futures Cloud	
Owner	Holywell Village First School
Description	Internet / Network monitoring and reporting tool

Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • I/P address • URL's visited Teacher <ul style="list-style-type: none"> • Name • I / P address • URL's visited
Why is it being processed?	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
Who is data shared with?	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

System used: GL-Assessment	
Owner	Holywell Village First School
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • School • Email • Class Pupil <ul style="list-style-type: none"> • Name • Age • Gender • Class • Year • Performance data
Why is it being processed?	To provide? access to a range of testing and diagnostic tools for teaching staff.
Who is data shared with?	Shared with school

System used: Google Classroom	
Owner	Holywell Village First School
Description	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.
Personal Data Items	Teacher

	<ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://policies.google.com/privacy?hl=en-GB#infocollect
Who is data shared with?	https://policies.google.com/privacy?hl=en-GB#infocollect

System used: Google drive for education	
Owner	Holywell Village First School
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Governor</p> <ul style="list-style-type: none"> • Name • Gmail address
Why is it being processed?	To provide Google drive for education to staff, pupils and governors.
Who is data shared with?	Staff and Pupils

System used: Google Meet	
Owner	Holywell Village First School
Description	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat
Personal Data Items	<p>teacher</p> <ul style="list-style-type: none"> • Name • • <p>child</p> <ul style="list-style-type: none"> • Name

Why is it being processed?	https://policies.google.com/privacy?hl=en-GB
Who is data shared with?	https://policies.google.com/privacy?hl=en-GB

System used: Governance	
Owner	Holywell Village First School
Description	Details of all members of the Governing Body
Personal Data Items	Name <ul style="list-style-type: none"> • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority and the general public

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

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

	Visitor <ul style="list-style-type: none"> • Name • Contact details • D.o.B • 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	Holywell Village First School
Description	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.
Personal Data Items	parent <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name • age
Why is it being processed?	https://www.huggg.me/privacy
Who is data shared with?	https://www.huggg.me/privacy

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

Why is it being processed?	Statutory requirement to filter Internet services for school users
Who is data shared with?	School leadership, LSCB and police if serious incident occurs

System used: Local Authority moderation of work	
Owner	Holywell Village First School
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Initials <p>Pupil</p> <ul style="list-style-type: none"> • Initials • Gender • Unique pupil number (UPN)
Why is it being processed?	As part of the statutory? requires for assessment and moderation in schools
Who is data shared with?	Other NCC staff

System used: Looked After Children Records - Electronic	
Owner	Holywell Village First School
Description	Information relating to children who are in Looked After Care
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address

	<ul style="list-style-type: none"> • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school

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

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

System used: Medical Files - Paper	
Owner	Holywell Village First School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	Pupils

	<ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • address • Contact details
Why is it being processed?	To ensure access to education
Who is data shared with?	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

System used: Medical log	
Owner	Holywell Village First School
Description	File of medical information for each child: asthma, medication administered, health care plans, risk assessments
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Inhaler / medication information (doseage) • DOB • Class • Medical condition • Signs and symptoms • Treatment • Parental consent • Name of medication and dose • Side effects • Storage requirements • Special equipment • Testing needed

	<ul style="list-style-type: none"> • 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: Micro Librarian	
Owner	Holywell Village First School
Description	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • email • Biometric data (if used) <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Year • Biometric data (if used) <p>Parent</p> <ul style="list-style-type: none"> • Name • email
Why is it being processed?	To provide online access to a range of library and literacy tools.
Who is data shared with?	N/A

System used: Microsoft Teams	
Owner	Holywell Village First 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 <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • 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	Holywell Village First School
Description	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Classes Pupil <ul style="list-style-type: none"> • Name Governor <ul style="list-style-type: none"> • Name
Why is it being processed?	To provide OneDrive for education to staff, pupils and governors.
Who is data shared with?	N/A

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
Owner	Holywell Village First School
Description	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will

	be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • email address • School
Why is it being processed?	To provide access to the wide range of resources available online.
Who is data shared with?	Tribal and school staff.

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

System used: NFER	
Owner	Holywell Village First School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • School • Contact details Pupil <ul style="list-style-type: none"> • Name • Date of birth • School • Performance data

Why is it being processed?	To assess pupil attainment and help staff track progress and set targets.
Who is data shared with?	Not shared

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

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

System used: Numbots- Maths Circle LTD	
Owner	Holywell Village First 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

	<ul style="list-style-type: none"> • Name • Year Group • Maths Class <p>School</p> <ul style="list-style-type: none"> • Name • Address <p>Teachers</p> <ul style="list-style-type: none"> • Name • Email Address
Why is it being processed?	https://trockstars.com/page/privacy
Who is data shared with?	https://trockstars.com/page/privacy

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

System used: Oxford Owls	
Owner	Holywell Village First 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 <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name • 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: Performance Management	
Owner	Holywell Village First School
Description	Staff appraisals
Why is it being processed?	To assist SLT in reviewing performance
Who is data shared with?	Staff member

System used: Personnel files	
Owner	Holywell Village First School
Description	Information relating to staff employment
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no.

	<ul style="list-style-type: none"> • Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

System used: Photographs and videos of staff and pupils.

Owner	Holywell Village First School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Photograph • Video <p>Pupil</p> <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) <p>Governor</p> <ul style="list-style-type: none"> • Name • Photograph
Why is it being processed?	To celebrate the life and work of the school.
Who is data shared with?	The public

System used: PIVATS

Owner	Holywell Village First School
Description	An online assessment and target setting tool
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Year Group • UPN • Assessment information • LAC • FSM • Gender • Primary Need <p>Staff</p>

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

System used: Recruitment information	
Owner	Holywell Village First School
Description	Part of the job application process
Personal Data Items	Name <ul style="list-style-type: none"> • Name • DOB • Address • Educational establishments attended • Qualifications • Disciplinary Records • Appraisal Records • Salary information
Why is it being processed?	As part of the recruitment process
Who is data shared with?	Governors/ shortlisting panel/ SIP/ HR

System used: Registers	
Owner	Holywell Village First School
Description	Daily register, after school club registers, lunch register
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Address • Date of Birth • Lunch Status • Attendance
Why is it being processed?	To monitor children's attendance - legal obligation.
Who is data shared with?	School staff, after school club providers

System used: Safeguarding Records - Electronic	
Owner	Holywell Village First School
Description	Records relating to safeguarding of children
Personal Data Items	Pupils

	<ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: Safeguarding Records - Paper	
Owner	Holywell Village First School
Description	Records relating to safeguarding of children
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p>

	<ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: School Cloud	
Owner	Holywell Village First 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	<p>Parents</p> <ul style="list-style-type: none"> • Name • Email address <p>Pupil</p> <ul style="list-style-type: none"> • Name

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

System used: SchoolGrid	
Owner	Holywell Village First School
Description	SchoolGrid provides kitchen management software to schools and caterers across the public sector.
Personal Data Items	Pupil/parent/guardian account <ul style="list-style-type: none"> • 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?	<p>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.</p>

System used: SEND electronic records	
Owner	Holywell Village First School
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p>

	<ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Send Paper Records	
Owner	Holywell Village First School
Description	Records relating to individual pupil's SEND history
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: Senso Cloud	

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

System used: SIMS	
Owner	Holywell Village First School
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • Date of birth • Address • Title • Gender • Class • Year • Parent/carer name • UPN • Dietary Requirements • Medical information • Attendance/exclusion • FSM • SEN • Assessment information • Child Protection Plan • School history • Looked After Information

	Parent/Carer <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation Staff <ul style="list-style-type: none"> • 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	Holywell Village First School
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	Pupil <ul style="list-style-type: none"> • Photos (unnamed) • Videos (unnamed) • School name

	<ul style="list-style-type: none"> • Classes
Why is it being processed?	Unnamed photos of pupils and their work are used on the site
Who is data shared with?	Information shared with parents

System used: Tapestry	
Owner	Holywell Village First School
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name • Address • Email address and name of person who pays for service in school <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Notes on progress • Photographs • Videos • Address <p>Parent</p> <ul style="list-style-type: none"> • Name • email address <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address
Why is it being processed?	To provide access to an online early years journal which records pupil activity and progress throughout the year.
Who is data shared with?	The child's? new school if it uses Tapestry.

System used: Times Tables Rock Stars	
Owner	Holywell Village First School
Description	Online times tables practice and testing.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • School name • School address

	Pupil <ul style="list-style-type: none"> • Name • Year group • Maths group
Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

System used: Visitor book	
Owner	Holywell Village First School
Description	Log of all visitors into school / fire regulations
Personal Data Items	Visitor <ul style="list-style-type: none"> • Name • Date and time • Car registration • Purpose of visit • Company •
Why is it being processed?	Safeguarding, health and safety, fire regulations
Who is data shared with?	School staff, visitors

System used: White Rose Maths and Science	
Owner	Holywell Village First School
Description	<p>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.</p>
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Email address • Payment details Child <ul style="list-style-type: none"> • Name

	<ul style="list-style-type: none"> • Age • Gender • Email address <p>Parent</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address •
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

System used: Wonde	
Owner	Holywell Village First School
Description	Manages transfer of data from Sims MIS to School360.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/group • Year • UPN • Gender • Attendance
Why is it being processed?	To facilitate the exchange of data to allow the set up of school360 for a school.
Who is data shared with?	School360 users

System used: Y4 Multiplication Check	
Owner	Holywell Village First School
Description	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.
Personal Data Items	<p>child</p> <ul style="list-style-type: none"> • • Name

Why is it being processed?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance
Who is data shared with?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance

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

System used: Michelle Fowler Photography	
Owner	Holywell Village First School
Description	School Photographer
Personal Data Items	Child <ul style="list-style-type: none"> • Name
Why is it being processed?	Annual Pupil photographs for parents/carers
Who is data shared with?	Parents/Carers

System used: Visipoint System	
Owner	Holywell Village First School
Description	Electronic sign-in system for staff and visitors
Personal Data Items	Staff <ul style="list-style-type: none"> • Name Visitor <ul style="list-style-type: none"> • Name

	Contractor <ul style="list-style-type: none"> • Name
	Supply staff <ul style="list-style-type: none"> • Name
	Parent/Carer <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.visipoint.net/helpguide/gdpr/
Who is data shared with?	Noone