



Hugh Joicey C of E Aided School
GDPR Privacy Notice Summary Report

Date: 17/04/2026

Data Protection Officer: Karen Carnaffin

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 | |
| Adobe Creative Cloud Express [formerly Adobe Spark] | Creates videos & stores them | |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| BBC Bitesize | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams | |
| BBC Super Movers | Fun curriculum linked resources to get your class moving while they learn | |
| 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 | |
| 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 | |
| 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 | |

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| | <p>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.</p> | |
| CLPE | <p>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.</p> | |
| Consent for educational visits | <p>Consent information for all educational visits including day trips and residential visits</p> | yes |
| Covid-19 Lateral Flow Testing | <p>About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff</p> | yes |
| CPOMS | <p>CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.</p> | yes |
| Data tracking spreadsheets | <p>Spreadhseets (excel) to track progress of children over the course of their school career.</p> | yes |

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| 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 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. | |
| 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. | |
| Insight Tracking | An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded | yes |

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| | as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files | |
| Lexia | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Loom | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. | |
| 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 |
| 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 | |

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| | 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 | |
| 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. | |
| 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. | |
| 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 | |
| Padlet | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. | |
| ParentPay | ParentPay is an online payment service for schools and families. | yes |
| Pebble | Online platform to help schools fundraise. | |
| 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 | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and | yes |

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| System | 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. | |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| 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 |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Tapestry | An online journal recording all the learning and fun of children's early years education. | |
| The National College | A provider of online training for staff & governors | |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Twinkl | We're here to 'help those who teach'. It's what brings | |

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| | <p>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.</p> | |
| Vimeo | <p>Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player</p> | |
| Visitor book | <p>Log of all visitors into school / fire regulations</p> | |
| White Rose Maths and Science | <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> | yes |
| Wonde | <p>Manages transfer of data from Sims MIS to School360.</p> | yes |
| Y4 Multiplication Check | <p>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.</p> | |
| Zoom | <p>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.</p> | |
| Collection of money records | <p>To record required payments for children's activities and school meals to ensure effective and efficient delivery of services to children.</p> | |
| Looked After Children's Records - paper | <p>Records relating to Looked After Children for individual pupils.</p> | |

| System used: Accident book | |
|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Log of accidents / minor injuries in school |
| Personal Data Items | <p>Pupil</p> <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 | Hugh Joicey C of E Aided School |
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | <p>Pupil</p> <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 • <p>Staff member</p> <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 |

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| System used: Adobe Creative Cloud Express [formerly Adobe Spark] | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Creates videos & stores them |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • email • technical info -IP address device <p>Pupil</p> <ul style="list-style-type: none"> • Name • School email |
| Why is it being processed? | To allow use of system |
| Who is data shared with? | Contractors to provide service |

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| System used: Assessment Records | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Electronic and paper mark books |
| Personal Data Items | <p>Child</p> <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 |

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| System used: Attendance file | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Attendance information about pupils and classes |
| Personal Data Items | Pupil |

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| | <ul style="list-style-type: none"> • Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance |
| Why is it being processed? | To regularly check pupil's attendance towards a desired goal |
| Who is data shared with? | EWO and other agencies as required / parents |

| System used: BBC Bitesize | |
|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| Personal Data Items | <p>teacher</p> <ul style="list-style-type: none"> • Name • email address <p>child</p> <ul style="list-style-type: none"> • Name • Age • Year group |
| Why is it being processed? | https://www.bbc.co.uk/usingthebbc/privacy/ |
| Who is data shared with? | https://www.bbc.co.uk/usingthebbc/privacy/ |

| System used: BBC Super Movers | |
|-------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Fun curriculum linked resources to get your class moving while they learn |
| Personal Data Items | Teacher |

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| | <ul style="list-style-type: none"> • Name • Email |
| Why is it being processed? | https://www.bbc.co.uk/usingthebbc/privacy/ |
| Who is data shared with? | https://www.bbc.co.uk/usingthebbc/privacy/ |

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| System used: Bikeability | |
| Owner | Hugh Joicey C of E Aided 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/ |

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

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| System used: Charanga | |
| Owner | Hugh Joicey C of E Aided 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 |

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|-----------------------------------|---|
| | Pupil <ul style="list-style-type: none"> • Name • School • Assessment information |
| Why is it being processed? | To provide online access to teaching and learning materials. |
| Who is data shared with? | Shared with partner company Soundation AB |

| System used: Classroom Secrets | |
|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided 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 <ul style="list-style-type: none"> • Name • • child <ul style="list-style-type: none"> • 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 | Hugh Joicey C of E Aided 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 |

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| | <ul style="list-style-type: none"> • 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 | Hugh Joicey C of E Aided 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: Covid-19 Lateral Flow Testing | |
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| Owner | Hugh Joicey C of E Aided School |
| Description | About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Date of Birth • Postcode • Test Result <p>Parent</p> <ul style="list-style-type: none"> • Name • Email address • Telephone number |

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| Why is it being processed? | To support the national effort in the fight against Covid-19. Under instruction from the DfE and PHE. |
| Who is data shared with? | Public Health England |

| System used: CPOMS | |
|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy <p>Main contact</p> <ul style="list-style-type: none"> • Name • Telephone Number |
| Why is it being processed? | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| Who is data shared with? | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |

| System used: Data tracking spreadsheets | |
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|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided 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

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| Owner | Hugh Joicey C of E Aided 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: Dietary requirements information sheets

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|----------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | Pupil |

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|-----------------------------------|--|
| | <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 | Hugh Joicey C of E Aided School |
| Description | On-line school website building tool |
| Personal Data Items | <p>School Information</p> <ul style="list-style-type: none"> • Name • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters <p>Pupil</p> <ul style="list-style-type: none"> • Photographs • • |
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| Who is data shared with? | The general public eschools is a public facing website |

| System used: EVOLVE visits | |
|----------------------------|---|
| Owner | Hugh Joicey C of E Aided 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 |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • 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: Google Classroom | |
|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB#infocollect |
| Who is data shared with? | https://policies.google.com/privacy?hl=en-GB#infocollect |

| System used: Google drive for education | |
|---|--|
| Owner | Hugh Joicey C of E Aided 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 |

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|-----------------------------------|---|
| 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 | Hugh Joicey C of E Aided 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 | Hugh Joicey C of E Aided School |
| Description | Details of all members of the Governing Body |
| Personal Data Items | <p>Name</p> <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 | Hugh Joicey C of E Aided 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. |
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|---------------------------------|---|
| Who is data shared with? | https://www.holidayactivities.com/privacy-notice/ |
|---------------------------------|---|

| System used: Health & Safety | |
|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Records pertaining to Health & Safety |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Visitor</p> <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 | Hugh Joicey C of E Aided School |
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | <p>parent</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | https://www.huggg.me/privacy |
| Who is data shared with? | https://www.huggg.me/privacy |

System used: Insight Tracking

| | |
|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files |
| Why is it being processed? | To track progress and attainment of children. |
| Who is data shared with? | https://www.insighttracking.com/privacy/ |

System used: Lexia

| | |
|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Job title • School • Address • Telephone number • e-mail address • IP address • Browser information • <p>School</p> <ul style="list-style-type: none"> • Name • Payment details • Usage data <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Class • Group |
| Why is it being processed? | To provide access for staff and pupils to a comprehensive range of teaching resources |
| Who is data shared with? | Staff |

System used: Lightspeed Internet Filtering

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|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name • Machine name • I/P address • URLs visited • School |
| Why is it being processed? | Statutory requirement to filter Internet services for school users |
| Who is data shared with? | School leadership, LSCB and police if serious incident occurs |

System used: Local Authority moderation of work

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|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided 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

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|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | Information relating to children who are in Looked After Care |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To support the education of children who are Looked After |
| Who is data shared with? | Social Workers, Local Authority, Carers, Receiving school |

System used: Looked After Children Records - Paper

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|----------------------------|--|
| Owner | Hugh Joicey C of E Aided 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 |

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

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|-----------------------------------|---|
| System used: Loom | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. |
| 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://www.loom.com/privacy-policy |
| Who is data shared with? | https://www.loom.com/privacy-policy |

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| System used: Medical Files - Electronic | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | Pupils |

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|-----------------------------------|---|
| | <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) |

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|---|---|
| System used: Medical Files - Paper | |
| Owner | Hugh Joicey C of E Aided 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 |

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|-------------------------------------|--|
| System used: Microsoft Teams | |
| Owner | Hugh Joicey C of E Aided School |
| Description | <p>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</p> |
| 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://privacy.microsoft.com/en-us/privacystatement |
| Who is data shared with? | https://privacy.microsoft.com/en-us/privacystatement |

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)

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| Owner | Hugh Joicey C of E Aided 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. |

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|-----------------------------------|--|
| System used: NFER | |
| Owner | Hugh Joicey C of E Aided 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 |

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|--|---|
| System used: Northumberland School Readiness Passport | |
| Owner | Hugh Joicey C of E Aided 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 |

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • 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: Nursery (Early Years) files | |
|--|---|
| Owner | Hugh Joicey C of E Aided 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 | Hugh Joicey C of E Aided 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • Age |
| Why is it being processed? | https://global.oup.com/privacy?cc=us |
| Who is data shared with? | https://global.oup.com/privacy?cc=us |

| System used: Padlet | |
|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://padlet.com/ |
| Who is data shared with? | https://privacy.commonsense.org/evaluation/padlet |

| System used: ParentPay | |
|----------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | ParentPay is an online payment service for schools and families. |
| Personal Data Items | <p>staff</p> <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Gender <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Gender • Groups • Dietary requirements • Postal address • UPN • Roll number • Meal selections and history • Emergency contact information • Medical details • EHIC • Doctors contact • Passport <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Gender • Address • Phone number • Email • Payment history & balance • 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 |

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| System used: Pebble | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Online platform to help schools fundraise. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Email <p>Parent</p> <ul style="list-style-type: none"> • Name • Address • Email |
| Why is it being processed? | To provide an online platform to help schools manage fundraising and provide an easy system for parents to access fundraising. |
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| Who is data shared with? | School staff |
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System used: Personnel files

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|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Information relating to staff employment |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked |
| Why is it being processed? | Necessary for employment |
| Who is data shared with? | NCC and/or HR provider and/or Payroll provider |

System used: Photographs and videos of staff and pupils.

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| Owner | Hugh Joicey C of E Aided 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: PIRA - Rising stars (Wordblaze)

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|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PIRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages. |
| Personal Data Items | <p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name • Job title • email address • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Date of birth • Gender • Ethnic origin • First Language • Unique pupil number • Pupil premium information • Assessment results |
| Why is it being processed? | To provide access to a range of Rising stars resources including PIRA for standardised reading tests. |
| Who is data shared with? | Staff |

System used: Places Leisure- School Swimming Management System

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| Owner | Hugh Joicey C of E Aided 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 |

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|-----------------------------------|---|
| | Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • UPN • Year Group • DOB • Gender • SEN information • Medical Needs • EAL • Pupil Premium |
| Why is it being processed? | To capture the progress of children in swimming |
| Who is data shared with? | N/A |

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

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|---|--|
| System used: Recruitment information | |
| Owner | Hugh Joicey C of E Aided 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 |
| | |

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| 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 | Hugh Joicey C of E Aided School |
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | <p>Child</p> <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: School360 | |
|-----------------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| Personal Data Items | <p>Pupil</p> <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 <p>Staff</p> <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: Scratch | |
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| Owner | Hugh Joicey C of E Aided 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • • Age <p>Parent</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://scratch.mit.edu/privacy_policy |
| Who is data shared with? | https://scratch.mit.edu/privacy_policy |

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|-----------------------------------|---|
| System used: Seesaw | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Seesaw - Student driven digital portfolios and simple parent communication. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Year • Classes |
| Why is it being processed? | To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios. |
| Who is data shared with? | Not shared |

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|---|---------------------------------|
| System used: SEND electronic records | |
| Owner | Hugh Joicey C of E Aided School |

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|-----------------------------------|---|
| 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 |

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| System used: Send Paper Records | |
| Owner | Hugh Joicey C of E Aided 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 |

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| | <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 |

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

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation <p>Staff</p> <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: Tapestry | |
| Owner | Hugh Joicey C of E Aided 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. |

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

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|---|---|
| System used: Times Tables Rock Stars | |
| Owner | Hugh Joicey C of E Aided School |
| Description | Online times tables practice and testing. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address |

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

| System used: Twinkl | |
|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided 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 | <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://www.twinkl.co.uk/legal |
| Who is data shared with? | https://www.twinkl.co.uk/legal |

| System used: Vimeo | |
|----------------------------|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name |
| | |

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|-----------------------------------|---|
| Why is it being processed? | https://vimeo.com/privacy |
| Who is data shared with? | https://vimeo.com/privacy |

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

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

| System used: Wonde | |
|-----------------------------------|--|
| Owner | Hugh Joicey C of E Aided 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 | Hugh Joicey C of E Aided 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 | Hugh Joicey C of E Aided 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <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: Collection of money records | |
|--|--|
| Owner | Hugh Joicey C of E Aided School |
| Description | To record required payments for children's activities and school meals to ensure effective and efficient delivery of services to children. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class • Age • Ever6 Ever 7 status • Medical or dietary information <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Contact details |
| Why is it being processed? | To ensure effective collection of moneys owed. |
| Who is data shared with? | Designated staff |

| System used: Looked After Children's Records - paper | |
|--|---|
| Owner | Hugh Joicey C of E Aided School |
| Description | Records relating to Looked After Children for individual pupils. |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Date of Birth • Address • Health Needs • Social Care Status • Education Needs • LAC plan/Actions • Pupil View <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details • Parent/Carer's view <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>External support workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact details |
| Why is it being processed? | Statutory obligations and to support educational entitlement. |
| Who is data shared with? | Social workers Agency workers Parents and carers as appropriate Police Receiving schools |