



Stakeford Primary School

GDPR Privacy Notice Summary Report

Date: 29/05/2020

Data Protection Officer: Helen Pye

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	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 - Paper	Records relating to child protection issues for individual pupils	yes
Class Dojo	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.	
Classroom monitor	Classroom Monitor is the most widely used assessment tool in the UK, it specialises in assessment for learning, pupil tracking and formative assessment.	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over	yes

	the course of their school career.	
Dietary requirements information sheets	Required documents for specific children with severe allergies / intolerances and religious observations (food)	yes
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA	
Futures Cloud	Internet / Network monitoring and reporting tool	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Governance	Details of all members of the Governing Body	
Health & Safety	Records pertaining to Health & Safety	
Interactive Resources	Pupil / teacher online learning resources for Numeracy.	
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.	
Mathletics _ online numeracy activities	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.	
Medical Files - 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

My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
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.	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
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.	
Plickers	Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction.	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
School meals identification	Identification of pupils for meals	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Send 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
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.	
Teachers2Parent	Parent/Staff/Other Text Messaging System	

Testbase	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.	yes
Visitor book	Log of all visitors into school / fire regulations	
Facebook (Draft)	The school has an official social networking page to share news and advertise school events.	
Hamilton Trust	This is a website used by teachers to access resources and ready made unit plans. it is run by the William Rowan Hamilton Trust (Registered Charity)	
OmniCom (Draft)	OmniCom provide techshare services to maintain the school's curriculum IT services. School is the Data Controller and Omnicom are the Processor in this case.	
Phototronics	Phototronics Scholastic provide school photography services (incl, individual pupil and class photos; staff board and ID photos; and general school promotional photography).	
Plickers	A self-assessment online tool/app. This enables children to share their understanding without feeling self conscious.	
School Assessment Files	From September 2018, school will maintain their own Excel based assessment spreadsheets to record ongoing progress and attainment data at pupil level and whole school level.	
School Website (Hosted by E4education)	The school website is the school's presence on the internet, providing information about the services provided by the school, how the school is performing and a method of contacting the school.	
Sing Up	Singup.org is a subscription based service for school staff to use to access materials for singing.	
Staff and Pupil Images	Permission to use staff and pupil images and video in school displays, on the school newsletter, on the school website, the school's Facebook page, in press releases.	
Testbase	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations.	

System used: Accident book

Owner	Stakeford Primary 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	Stakeford Primary 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 •
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	Stakeford Primary 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

System used: Attendance file	
Owner	Stakeford Primary School
Description	Attendance information about pupils and classes
Personal Data Items	<p>Pupil</p> <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: CCTV	
Owner	Stakeford Primary School
Description	CCTV
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Images <p>Child</p> <ul style="list-style-type: none"> • Images <p>Visitor</p> <ul style="list-style-type: none"> • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: Charanga	
Owner	Stakeford Primary 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 - Paper

Owner	Stakeford Primary School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Class Dojo

Owner	Stakeford Primary School
Description	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Phone number • email • Password • Device id • Gender • School • School address • Geo Location • Photos, Videos, Docs and audio • IP address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Password • Age • School • IP Address <p>Parent/carer</p> <ul style="list-style-type: none"> • Name • Phone number • Email address • Password • Device id • Gender • School • Geo location • IP Address
Why is it being processed?	To provide access to the online curriculum and classroom management? tools
Who is data shared with?	Shared within school

System used: Classroom monitor	
Owner	Stakeford Primary School
Description	Classroom Monitor is the most widely used assessment tool in the UK, it specialises in assessment for learning, pupil tracking and formative assessment.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Year • Class • Assessment data <p>Staff</p> <ul style="list-style-type: none"> • Name • Class
Why is it being processed?	To provide access to comprehensive? online assessment and pupil progress tracking tools.
Who is data shared with?	Not shared

System used: Consent for educational visits	
Owner	Stakeford Primary School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor
Why is it being processed?	To ensure school has up to date information when taking children off site
Who is data shared with?	NCC or medical practitioners / providers

System used: CPOMS

Owner	Stakeford Primary School
Description	<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>
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?	<p>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.</p>
Who is data shared with?	<p>School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.</p>

System used: Data tracking spreadsheets

Owner	Stakeford Primary School
Description	Spreadsheets (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: Dietary requirements information sheets

Owner	Stakeford Primary School
Description	Required documents for specific chidlren 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: EVOLVE visits	
Owner	Stakeford Primary 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: Examination Boards administration	
Owner	Stakeford Primary School
Description	Pearson/OCR/AQA
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name • Date of birth • Gender • Unique Candidate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades
Why is it being processed?	Exam entry and issuing of qualifications
Who is data shared with?	Edexcel

System used: Futures Cloud	
Owner	Stakeford Primary School
Description	Internet / Network monitoring and reporting tool
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • I/P address • URL's visited <p>Teacher</p> <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: Google drive for education	
Owner	Stakeford Primary 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: Governance	
Owner	Stakeford Primary 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: Health & Safety	
Owner	Stakeford Primary 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: Interactive Resources

Owner	Stakeford Primary School
Description	Pupil / teacher online learning resources for Numeracy.
Personal Data Items	Staff <ul style="list-style-type: none">• Name• Class / Year group• School Pupil <ul style="list-style-type: none">• Name• Class / Year group• School
Why is it being processed?	Necessary to provide access to learning resources through School360
Who is data shared with?	N/A

System used: Lexia

Owner	Stakeford Primary School
Description	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.
Personal Data Items	<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	
Owner	Stakeford Primary School
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name • Machine name • I/P address • URLs visited • School
Why is it being processed?	Statutory requirement to filter Internet services for school users
Who is data shared with?	School leadership, LSCB and police if serious incident occurs

System used: Local Authority moderation of work	
Owner	Stakeford Primary School
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	<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: Mathletics _ online numeracy activities

Owner	Stakeford Primary School
Description	Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.
Personal Data Items	Pupil <ul style="list-style-type: none">• Name• School• Year group• Test results Staff <ul style="list-style-type: none">• Name• School
Why is it being processed?	To Provide secure individual access to the online learning materials
Who is data shared with?	School staff

System used: Medical Files - Paper

Owner	Stakeford Primary 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 log	
Owner	Stakeford Primary 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 • 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: My Maths	
Owner	Stakeford Primary School
Description	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Gender • Year • Class • Performance data
Why is it being processed?	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
Who is data shared with?	Shared within school.

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

System used: Nursery (Early Years) files

Owner	Stakeford Primary 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: Parents Evening Booking System	
Owner	Stakeford Primary School
Description	Online booking system for parents evenings and other school events.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Email • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes • Year <p>Parent</p> <ul style="list-style-type: none"> • Name • Email
Why is it being processed?	To provide parents/carers with an online system for booking parents evening and other school events.
Who is data shared with?	Shared with individual? parents and appropriate staff.

System used: Personnel files	
Owner	Stakeford Primary 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.

Owner	Stakeford Primary 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: Plickers

Owner	Stakeford Primary School
Description	Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction.
Personal Data Items	<p>teacher</p> <ul style="list-style-type: none"> • Name • email address • date of birth <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class
Why is it being processed?	To provide pupils with online accounts
Who is data shared with?	School staff

System used: Recruitment information

Owner	Stakeford Primary School
Description	Part of the job application process
Personal Data Items	<p>Name</p> <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	Stakeford Primary 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: Safeguarding Records - Paper

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

System used: School meals identification	
Owner	Stakeford Primary School
Description	Identification of pupils for meals
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Photograph • Dietary requirement
Why is it being processed?	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
Who is data shared with?	Not shared

System used: School360	
Owner	Stakeford Primary 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: Send Paper Records	
Owner	Stakeford Primary 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: SIMS	
Owner	Stakeford Primary School
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Address • Title • Gender

- Class
- Year
- Parent/carer name
- UPN
- Dietary Requirements
- Medical information
- Attendance/exclusion
- FSM
- SEN
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

Parent/Carer

- Name
- Address
- Phone number
- email address
- Gender
- Title
- DOB
- Parental responsibility
- Language
- Occupation

Staff

- Name
- Address
- Phone number
- email address
- Title
- Gender
- DOB
- NI Number
- Ethnicity
- Bank Account Information
- Qualifications
- Disability & Medical Information
- Religion
- Marital status
- Language
- Passport Information
- Dietary requirements
- Absences
- Car information
- Next of Kin
- Payroll number
- DBS Information

Why is it being processed?	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
Who is data shared with?	Parents

System used: Social media sites e.g. Twitter, Facebook	
Owner	Stakeford Primary School
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Photos (unnamed) • Videos (unnamed) • School name • Classes
Why is it being processed?	Unnamed photos of pupils and their work are used on the site
Who is data shared with?	Information shared with parents

System used: Tapestry	
Owner	Stakeford Primary 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: Teachers2Parent

Owner	Stakeford Primary School
Description	Parent/Staff/Other Text Messaging System
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name • Registration group • Year group <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Primary telephone number • Secondary telephone number <p>Taxi driver</p> <ul style="list-style-type: none"> • Taxi drivers name • Taxi drivers telephone number <p>Taxi escort</p> <ul style="list-style-type: none"> • taxi escort name • Taxi escort telephone number
Why is it being processed?	To provide access to Communication tool for contact between school and parent/carers/staff/other
Who is data shared with?	School staff

System used: Testbase

Owner	Stakeford Primary School
Description	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.
Personal Data Items	School <ul style="list-style-type: none">• Name• Contact Address• Contact Email• Contact Telephone Number• Billing Address Staff <ul style="list-style-type: none">• Name Pupil <ul style="list-style-type: none">• Name• UPN• Admission number• Gender• Year Group• Registration group• Class name• Teacher name• Ethnicity• Eligibility for free school meals• Pupil premium indicator• SEN Status• In LEA care
Why is it being processed?	To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups.
Who is data shared with?	AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service.

System used: Visitor book	
Owner	Stakeford Primary 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: Facebook (Draft)	
Owner	Stakeford Primary School
Description	The school has an official social networking page to share news and advertise school events.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name • Postal Address • Telephone Number • Email address • Website address <p>Staff</p> <ul style="list-style-type: none"> • Name (If in a post) • Photo (As part of an event post) • Video (As part of an event post) <p>Pupil</p> <ul style="list-style-type: none"> • Photo (as part of an event post) • Video (As part of an event post)
Why is it being processed?	As a celebration and advertisement of the work of the school.
Who is data shared with?	

System used: Hamilton Trust	
Owner	Stakeford Primary School
Description	This is a website used by teachers to access resources and ready made unit plans. it is run by the William Rowan Hamilton Trust (Registered Charity)
Personal Data Items	School <ul style="list-style-type: none"> • Name • Postal Address • E-mail Address • Telephone Number • Payment Information
Why is it being processed?	The above information is processed at enable school staff access to the resources and service provided by Hamilton Trust LTD.
Who is data shared with?	Third parties to fulfil services requested (incl other services held by the Trust); Payment processors; fraud prevention agencies (to fulfil legal obligations).

System used: OmniCom (Draft)	
Owner	Stakeford Primary School
Description	OmniCom provide techshare services to maintain the school's curriculum IT services. School is the Data Controller and Omnicom are the Processor in this case.
Personal Data Items	School <ul style="list-style-type: none"> • Name • Postal Address • Email Address(es) • Telephone Number • Password(s) • Payment details •
Why is it being processed?	To enable OmniCom to provide an IT maintenance service to the school, managing the systems and security.
Who is data shared with?	OmniCom do not share the data,

System used: Phototronics

Owner	Stakeford Primary School
Description	Phototronics Scholastic provide school photography services (incl, individual pupil and class photos; staff board and ID photos; and general school promotional photography).
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name • Postal Address • Telephone Number(s) • Email Address(es) <p>Staff</p> <ul style="list-style-type: none"> • Name • Role (if required for a specific task) • DBS number (if required for a specific task) • Photo <p>Pupil</p> <ul style="list-style-type: none"> • Class • Photo • Name (if photo purchased) <p>Parents</p> <ul style="list-style-type: none"> • Name • Address (if paying by debit/credit card) • Telephone Number (if paying by debit/credit card) • Payment data (if paying by debit/credit card)
Why is it being processed?	The above data is processed to fulfil orders and services requested by the school. Some data will only be required in the event of a specific service being requested (e.g. staff ID badges; purchase of photos by debit/credit cards by parents). Data is also processed for internal record keeping and to improve products
Who is data shared with?	No one, unless consent is specifically given.

System used: Plickers	
Owner	Stakeford Primary School
Description	A self-assessment online tool/app. This enables children to share their understanding without feeling self conscious.
Personal Data Items	<p>Class</p> <ul style="list-style-type: none"> • Class email address <p>Pupil</p> <ul style="list-style-type: none"> • initials <p>School</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	The initials enable the program to identify each assessment as an individual to inform the teacher so they can target support.
Who is data shared with?	Third Party Service providers by consent only

System used: School Assessment Files	
Owner	Stakeford Primary School
Description	From September 2018, school will maintain their own Excel based assessment spreadsheets to record ongoing progress and attainment data at pupil level and whole school level.
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name • Class/year group • Prior Attainment Group • Attainment data • Progress data • SEN status • FSM status • PPG Status • Gender
Why is it being processed?	To track individual, group and class attainment and progress against expected outcomes and national outcomes to inform teaching and planning for support and interventions, including planning expenditure.
Who is data shared with?	DFE, Local Authority (data collection); SEND services; receiving schools when pupils transfer.

System used: School Website (Hosted by E4education)

Owner	Stakeford Primary School
Description	The school website is the school's presence on the internet, providing information about the services provided by the school, how the school is performing and a method of contacting the school.
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Photo (related to events) • Name (only in newsletters) • Video (related to events) <p>School</p> <ul style="list-style-type: none"> • Name • Postal Address • Email Address • Telephone Number • Performance Data <p>Staff</p> <ul style="list-style-type: none"> • Name • Role in School • Photos (related to events) • Video (related to events) <p>Governors</p> <ul style="list-style-type: none"> • Name • Role(s) • Term of office • Pecuniary Interests • Meeting Attendance <p>User</p> <ul style="list-style-type: none"> • Name • Email Address
Why is it being processed?	The data is processed to advertise the school and share information required by the DFE in a public forum. User data is only processed via the contact forms when a service is requested and the school needs to reply.
Who is data shared with?	We provide links to other sites but do not share any data via the website with third parties. If users complete a contact form, their data will be shared with the member of staff who will respond to the query/request.

System used: Sing Up	
Owner	Stakeford Primary School
Description	Singup.org is a subscription based service for school staff to use to access materials for singing.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Email • Job Title <p>School</p> <ul style="list-style-type: none"> • Name • Address • Contact Number • Pupil Roll Number • Local Authority • Email
Why is it being processed?	To create a user account to access the site and services.
Who is data shared with?	Trusted third parties: Service providers; partners; business transfers; as required by law;

System used: Staff and Pupil Images	
Owner	Stakeford Primary School
Description	Permission to use staff and pupil images and video in school displays, on the school newsletter, on the school website, the school's Facebook page, in press releases.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Photo • Name • Video <p>Child</p> <ul style="list-style-type: none"> • Photo • Video
Why is it being processed?	To celebrate and promote the life of the school
Who is data shared with?	The public

System used: Testbase

Owner	Stakeford Primary School
Description	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations.
Personal Data Items	School <ul style="list-style-type: none">• Name• Contact Address• Contact Email• Contact Telephone Number• Billing Address Staff <ul style="list-style-type: none">• Name• Password
Why is it being processed?	To provide a service and resources.
Who is data shared with?	AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service.