# Pupil Referral Unit

# GDPR Privacy Notice Summary Report

# Date: 13/11/2026

Data Protection Officer: Linda Papaioannou

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# Introduction

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

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

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

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

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

# Systems included in this report

| System Name | Description | Special Category |
|---|---|---|
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| 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 | |
| Behaviour Files - Paper (in class) | Information relating to the behaviours of particular pupils | yes |
| Canva | Canva is an online design and publishing tool | |
| Capita | MIS used for data storage for educational providers/local authorities | yes |
| Careers and Enterprise | We are the national body for careers education in England, supporting schools and colleges to deliver modern, 21st century careers education. | |
| CCTV | CCTV | |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| Civica- Occupational Health (formerly OPAS) | Occupation health software | yes |
| 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. | |
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| Clennell Education Solutions | Clennell Education Solutions conduct stringent checks on all our staff prior to their appointment with us, which include: Enhanced DBS disclosure including Children's Barred List Check, Identity checks, Proof of right to work in the UK, Qualifications, Health checks and relevant references. Clennell Education Solutions take full responsibility for all our staff whilst on school premises. | yes |
| Compass and careers tracking | We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks.Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| DfE (Gov.uk) | The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA) | |
| DFE-Census and workforce Census | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local | |

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| | authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| Eschools Website Provider | On-line school website building tool | |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Examination Boards administration | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board | |
| Future Me (NECOP and NUFC) | he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region. | |
| GL Assessment- Testwise | We are the leading provider of formative assessments to schools across the UK and Ireland. | |
| GL-Assessment | GL assessments provide a range of tests for schools including reading, progress and cognitive tests | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |

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| 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 | |
| Group Call | Groupcall was created back in 2001 with a passion to make things better for schools and their students. Since then, we've pioneered the latest home-school communication solutions, MIS system integration and data aggregation tools. And yes, our first client is still with us today. In 2018 Groupcall joined the Community Brands family and now offers a complete product suite that makes managing and processing data quick and easy, offers a new level of data analysis and transforms communications and payments between schools and parents. | |
| Health & Safety | Records pertaining to Health & Safety | |
| IDL-Literacy and Numeracy | IDL was devised in the mid 1980s by educators working with the Starcross Educational Research Association. In 2012 a programme was funded by the Big Lottery called Lifting Barriers. This allowed IDL to be developed for use within a school environment in conjunction with SENCO leaders. Over a three year period IDL was placed in to 120 primary and secondary schools across the North West. IDL was required to show an increase in reading and spelling ages along with an increase in confidence and self-esteem for those pupils with dyslexia or dyslexic type difficulties. The results showed an average increase in reading and spelling ages of 11 months after only 26 hours use. Since its development for use in schools, IDL has gone from strength to strength with schools nationwide and overseas using IDL and demonstrating real improvements for pupils with challenging literacy needs. | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Inventry | A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding | |
| Kahoot | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and | |

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| | motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online. | |
| Kerboodle | Kerboodle works alongside your course textbooks to seamlessly integrate quality digital resources into all of your lessons – both in school and at home. Packed with customisable learning content, assessment materials and reporting tools, Kerboodle allows you to seamlessly integrate quality digital resources into your classroom. Over 3 million students and teachers currently use Kerboodle across 60 courses and a wide range of subjects including Modern Languages, Science, Mathematics, English and Geography | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or | |

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| | phone. Join virtual meetings set up by your teacher and even blur your background | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| My Maths | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. | |
| 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. | |
| Oak Acadamy | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. | |
| 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. | |
| 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 | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| School Cloud | SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far beyond version one. We've organically grown our | |

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| | team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations. | |
| School Gateway | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. | |
| School meals identification | Identification of pupils for meals | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Schoolcomms | Communication app for parents | |
| 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 |
| Sign-In App | Electronic sign-in software for the school / fire regulations / emergency evacuation | |
| 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. | |
| SPAG | Online SPaG tests for  instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group | |
| STEM | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access. | |
| Teachers2Parent | Parent/Staff/Other Text Messaging System | |
| The National College | A provider of online training for staff & governors | |
| Thrive | Social and Emotional Screening Programme | yes |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Tootoot | tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, | |

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| | radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face. | |
| TrackIt Lights | A digitised and automated system for classroom management, rewards, incident forms, detentions / reflection time, behaviour tracking, and parental engagement. | |
| Twinkl | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it. | |
| Visitor book | Log of all visitors into school / fire regulations | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Zoom | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. | |

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

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

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

| System used: Adobe Creative Cloud Express [formerly Adobe Spark] | |
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| **Owner** | Pupil Referral Unit |
| **Description** | Creates videos & stores them |
| **Personal Data Items** | **Teacher**<br>• Name<br>• email<br>• technical info -IP address device<br>**Pupil**<br>• Name<br>• School email |
| **Why is it being processed?** | To allow use of system |
| **Who is data shared with?** | Contractors to provide service |

| System used: Assessment Records | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Electronic and paper mark books |
| **Personal Data Items** | **Child**<br>• Name<br>• Gender<br>• Disadvantaged cohort<br>• SEND Code<br>• Key Stage 2 Assessment data<br>• 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** | Pupil Referral Unit |
| **Description** | Attendance information about pupils and classes |
| **Personal Data Items** | **Pupil** |

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| | • Name<br>• DOB<br>• Class<br>• Gender<br>• UPN<br>• Address<br>• Telephone number<br>• Parental contact<br>• Ethnic origin<br>• Current attendance<br>• 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** | Pupil Referral Unit |
| **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** | **teacher**<br>• Name<br>• email address<br>**child**<br>• Name<br>• Age<br>• 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: Behaviour Files - Paper (in class) | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Information relating to the behaviours of particular pupils |
| **Personal Data Items** | **Pupils** |

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

| System used: Canva | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Canva is an online design and publishing tool |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• date of birth<br>• email<br>• phone number<br>• school<br>• analytics data<br>• usage data including device & location<br><br>**Student**<br><br>• Name<br>• class<br>• school<br>• email<br>• analytics data<br>• usage data including device & location |

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| **Why is it being processed?** | To allow use of Canva resources and to improve Canva service to users |
| **Who is data shared with?** | Third party companies to provide service |

| System used: Capita | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | MIS used for data storage for educational providers/local authorities |
| **Personal Data Items** | **User**<br>• Name<br>• DOB<br>• Address<br>• DBS information<br>• Gender<br>• Other applicable personal data/special category data as stored on education provider/local authority |
| **Why is it being processed?** | To perform task as per obligation, public task, MIS storage of data for education provider/local authority |
| **Who is data shared with?** | https://www.capita.com/about-capita/privacy-notice#3925188384-2973987467 |

| System used: Careers and Enterprise | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | We are the national body for careers education in England, supporting schools and colleges to deliver modern, 21st century careers education. |
| **Personal Data Items** | **pupil**<br>• Name |
| **Why is it being processed?** | https://www.careersandenterprise.co.uk/ |
| **Who is data shared with?** | https://www.careersandenterprise.co.uk/ |

| System used: CCTV | |
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| **Owner** | Pupil Referral Unit |
| **Description** | CCTV |
| **Personal Data Items** | **Staff**<br>• Images<br>**Child**<br>• Images |

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| | **Visitor**<br><br>• Images |
| **Why is it being processed?** | Safeguarding |
| **Who is data shared with?** | Police in event of criminal investigations |

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

| System used: Civica- Occupational Health (formerly OPAS) | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Occupation health software |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Contact Details<br>• Employment Details<br>• Health Information<br>• Absence Information |
| **Why is it being processed?** | To provide occupational health support to staff |
| **Who is data shared with?** | School staff, HR provider, Staff member |

| System used: Classroom monitor | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **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** | **Pupil**<br><br>• Name<br>• Age<br>• Year<br>• Class<br>• Assessment data<br><br>**Staff**<br><br>• Name<br>• 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: Clennell Education Solutions | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Clennell Education Solutions conduct stringent checks on all our staff prior to their appointment with us, which include: Enhanced DBS disclosure including Children's Barred List Check, Identity checks, Proof of right to work in the UK, Qualifications, Health checks and relevant references. Clennell Education Solutions take full responsibility for all our staff whilst on school premises. |
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| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date of birth<br>• Address<br>• Safeguarding information - shared by school (see below)<br><br>**Staff**<br><br>• Name<br>• Position |
| **Why is it being processed?** | https://clennellcorporatesolutions.org/privacy |
| **Who is data shared with?** | https://clennellcorporatesolutions.org/privacy |

| System used: Compass and careers tracking | |
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| **Owner** | Pupil Referral Unit |
| **Description** | We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks.Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year |
| **Personal Data Items** | **pupil**<br><br>• Name<br>• class |
| **Why is it being processed?** | https://compass.careersandenterprise.co.uk/info |
| **Who is data shared with?** | https://compass.careersandenterprise.co.uk/info |

| System used: Consent for educational visits | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Health conditions<br>• Medication<br>• Dietary requirements<br>• Contact information<br>• Family doctor |

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| **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** | Pupil Referral Unit |
| **Description** | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Class<br>• Details of incident<br>• Admission Date<br>• DOB<br>• SEN, with status<br>• Medical Conditions<br>• UPN<br>• Pupil Premium<br>• Religion<br>• EAL<br>• LAC<br>• Year Group<br>• Ethnicity<br>• First Language<br>• Pregnancy<br>**Main contact**<br>• Name<br>• Telephone Number |
| **Why is it being processed?** | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| **Who is data shared with?** | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |

| System used: Data tracking spreadsheets | |
|---|---|
| **Owner** | Pupil Referral Unit |

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

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

| System used: DFE-Census and workforce Census | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **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 |

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| | authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| **Personal Data Items** | **Staff**<br>• Name |
| **Why is it being processed?** | https://www.gov.uk/help/privacy-notice |
| **Who is data shared with?** | https://www.gov.uk/help/privacy-notice |

| System used: Dietary requirements information sheets | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Dietary information |
| **Why is it being processed?** | Health and safety - to avoid children coming into contact with specific foods |
| **Who is data shared with?** | n/a |

| System used: Eschools Website Provider | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | On-line school website building tool |
| **Personal Data Items** | **School Information**<br>• Name<br>• Address<br>• Contact information<br>• Class names<br>• Staff names<br>• Governor names<br>• Year group information (planning, homework)<br>• Newsletters<br><br>**Pupil**<br>• Photographs |

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

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

| System used: Examination Boards administration | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board |
| **Personal Data Items** | **Child**<br>• Name<br>• Date of birth<br>• Gender<br>• Unique Candidiate identifier<br>• Unique Learner Number<br>• Legal Name<br>• Coursework marks<br>• Forecast grades |
| **Why is it being processed?** | Exam entry and issuing of qualifications |

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| **Who is data shared with?** | Examination Board |

| System used: Future Me (NECOP and NUFC) | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region. |
| **Personal Data Items** | **pupil**<br>• Name<br>• Age<br>• email<br>• address<br>**Teacher**<br>• Name<br>• email<br>**parent**<br>• Name<br>• email |
| **Why is it being processed?** | https://futureme.ac.uk/about/data-protection |
| **Who is data shared with?** | https://futureme.ac.uk/about/data-protection |

| System used: GL Assessment- Testwise | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | We are the leading provider of formative assessments to schools across the UK and Ireland. |
| **Why is it being processed?** | To support schools in formative assessment and analyzing outcomes. |

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| **Who is data shared with?** | https://www.gl-assessment.co.uk/policies/privacy-policy/ |

| System used: GL-Assessment | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | GL assessments provide a range of tests for schools including reading, progress and cognitive tests |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• Email<br>• Class<br><br>**Pupil**<br>• Name<br>• Age<br>• Gender<br>• Class<br>• Year<br>• Performance data |
| **Why is it being processed?** | To provide? access to a range of testing and diagnostic tools for teaching staff. |
| **Who is data shared with?** | Shared with school |

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

| System used: Google drive for education | |
|---|---|
| **Owner** | Pupil Referral Unit |

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

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

| System used: Governance | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Details of all members of the Governing Body |
| **Personal Data Items** | **Name**<br>• Name |

| | |
|---|---|
| | • Address<br>• Contact Details<br>• Photos<br>• Attendance at Meetings<br>• Pecuniary Interests |
| **Why is it being processed?** | Statutory Requirement |
| **Who is data shared with?** | Local Authority and the general public |

| System used: Group Call | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Groupcall was created back in 2001 with a passion to make things better for schools and their students. Since then, we've pioneered the latest home-school communication solutions, MIS system integration and data aggregation tools. And yes, our first client is still with us today. In 2018 Groupcall joined the Community Brands family and now offers a complete product suite that makes managing and processing data quick and easy, offers a new level of data analysis and transforms communications and payments between schools and parents. |
| **Personal Data Items** | **Pupil Name**<br>• DOB<br>**Parent**<br>• Name |
| **Why is it being processed?** | |
| **Who is data shared with?** | All Groupcall products include access controls to allow you to control what data is accessible to your own users. On occasions where it is necessary to access customer data on behalf of a school, for example to investigate a specific support case, only approved Groupcall support and technical staff can access it. Groupcall staff are vetted and are subject to contractual data access policies and confidentiality clauses. We carry out DBS checking where appropriate. In order to carry out business activities authorised Groupcall staff can access business data subject to access controls. |

| System used: Health & Safety | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff**<br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |

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|---|---|
| | **Child**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Visitor**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |
| **Why is it being processed?** | To ensure Health and Safety Regulations are followed |
| **Who is data shared with?** | NCC, school staff and parents |

| System used: IDL-Literacy and Numeracy | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | IDL was devised in the mid 1980s by educators working with the Starcross Educational Research Association. In 2012 a programme was funded by the Big Lottery called Lifting Barriers. This allowed IDL to be developed for use within a school environment in conjunction with SENCO leaders. Over a three year period IDL was placed in to 120 primary and secondary schools across the North West. IDL was required to show an increase in reading and spelling ages along with an increase in confidence and self-esteem for those pupils with dyslexia or dyslexic type difficulties. The results showed an average increase in reading and spelling ages of 11 months after only 26 hours use. Since its development for use in schools, IDL has gone from strength to strength with schools nationwide and overseas using IDL and demonstrating real improvements for pupils with challenging literacy needs. |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Child**<br><br>• Name<br><br>**Age**<br><br>• Name |
| **Why is it being processed?** | https://idlsgroup.com/privacy-policy |
| **Who is data shared with?** | https://idlsgroup.com/privacy-policy |

| System used: Interactive Resources | |
|---|---|

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|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Pupil / teacher online learning resources for Numeracy. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Class / Year group<br>• School<br><br>**Pupil**<br>• Name<br>• Class / Year group<br>• School |
| **Why is it being processed?** | Necessary to provide access to learning resources through School360 |
| **Who is data shared with?** | N/A |

| System used: Inventry | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | A system for visitors, staff & pupils. It takes details & a photo & can make a badge of this. Subject signs in & signs out. This allows monitoring of who is present & unlike visitor book cannot be seen by others plus the photo badge identifies visitors etc for safeguarding |
| **Personal Data Items** | **Visitor**<br>• Name<br>• Company [if any]<br>• Photograph<br>• Vehicle Reg<br>• Times in & out<br>• Who visiting<br>• email<br><br>**Staff member**<br>• Name<br>• Times signed in & out<br><br>**Student**<br>• Name<br>• Form group<br>• Year group<br>• Times signed in & out |
| **Why is it being processed?** | School security- school has real time view of who is visiting. System makes a badge with photo which is useful for identifying visitors - safeguarding |
| **Who is data shared with?** | Only shared with systems when customer requests this |

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

| System used: Kerboodle | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Kerboodle works alongside your course textbooks to seamlessly integrate quality digital resources into all of your lessons – both in school and at home. Packed with customisable learning content, assessment materials and reporting tools, Kerboodle allows you to seamlessly integrate quality digital resources into your classroom. Over 3 million students and teachers currently use Kerboodle across 60 courses and a wide range of subjects including Modern Languages, Science, Mathematics, English and Geography |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **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: Lightspeed Internet Filtering | |
|---|---|
| **Owner** | Pupil Referral Unit |

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

| System used: Looked After Children Records - Electronic | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br><br>**Parents & Carers**<br>• Name<br>• Contact Details<br>• Address<br>•<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support** |

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

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

| System used: Medical Files - Electronic | |
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|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To ensure access to education |
| **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** | Pupil Referral Unit |
| **Description** | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Inhaler / medication information (doseage)<br>• DOB<br>• Class<br>• Medical condition<br>• Signs and symptoms<br>• Treatment |

| | |
|---|---|
| | • Parental consent<br>• Name of medication and dose<br>• Side effects<br>• Storage requirements<br>• Special equipment<br>• Testing needed<br>• Access to food drink<br>• Dietary requirement<br>• Staff support<br>• Contingency arrangements<br>• Family / emergency contacts<br>• Hazard<br>• Risk<br>• Control measures / risk evaluation |
| **Why is it being processed?** | Health and safety of child |
| **Who is data shared with?** | Staff, NCC and NHS professionals |

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

| System used: MS Office Suite | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Classes<br>**Pupil**<br>• Name<br>**Governor**<br>• Name |
| **Why is it being processed?** | To provide OneDrive for education to staff, pupils and governors. |
| **Who is data shared with?** | N/A |

| System used: My Maths | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• Email<br>**Pupil**<br>• Name<br>• Age<br>• Gender<br>• Year<br>• Class<br>• 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: NFER | |
|---|---|
| **Owner** | Pupil Referral Unit |

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|---|---|
| **Description** | Assessment materials, reading test and pupil progress data |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• Contact details<br><br>**Pupil**<br>• Name<br>• Date of birth<br>• School<br>• Performance data |
| **Why is it being processed?** | To assess pupil attainment and help staff track progress and set targets. |
| **Who is data shared with?** | Not shared |

| System used: Northumberland School Readiness Passport | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| **Personal Data Items** | **Child**<br>• Name<br>• Gender<br>• Date of Birth<br>• Unique Identifier<br>• PP Information<br>• Entitlement of hours<br>• Special Needs Information<br>• Development Progress<br>• |
| **Why is it being processed?** | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| **Who is data shared with?** | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

| System used: Oak Acadamy | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to |

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|---|---|
| | complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Pupil**<br>• Name<br>• Age |
| **Why is it being processed?** | https://privacy.thenational.academy/ |
| **Who is data shared with?** | https://privacy.thenational.academy/ |

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

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

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

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | A website linked to the scheme Read Write Inc which includes a staff portal. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Address<br>• Email<br>• Telephone Number<br>• Role |
| **Why is it being processed?** | https://www.ruthmiskin.com/en/privacy-policy/ |
| **Who is data shared with?** | https://www.ruthmiskin.com/en/privacy-policy/ |

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

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

| System used: Safeguarding Records - Electronic | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br>**Parent/Carers**<br>• Name<br>• Address<br>• Contact Details<br>**Staff**<br>• Name<br>• Position<br>**Social Care Worker**<br>• Name<br>• Address<br>• Contact Details<br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position |

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

| System used: Safeguarding Records - Paper | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br>**Parent/Carers**<br>• Name<br>• Address<br>• Contact Details<br>**Staff**<br>• Name<br>• Position<br>**Social Care Worker**<br>• Name<br>• Address<br>• Contact Details<br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | Statutory obligations and to support educational entitlement |
| **Who is data shared with?** | Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police |

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

| System used: School Gateway | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. |
| **Personal Data Items** | **parent**<br>• Name<br>• email<br>**child**<br>• Name<br>• Date of birth<br>• medical condition |

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

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

| System used: Schoolcomms | |
|---|---|

| | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Communication app for parents |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Attendance data<br>**Parent**<br>• Name<br>• Address<br>• e-mail address<br>• Mobile number |
| **Why is it being processed?** | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules. |
| **Who is data shared with?** | 'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.' |

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

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

| System used: Send Paper Records | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Records relating to individual pupil's SEND history |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date Of Birth<br>• Address<br>• Medical Information<br>• Health & Social Care<br>• Specific Educational Needs<br>• Interventions In Place<br><br>**Parents**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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: Sign-In App | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Electronic sign-in software for the school / fire regulations / emergency evacuation |
| **Personal Data Items** | **Staff**<br>• Name<br>• Job title<br>• Car registration<br>• Photo<br>• Email address<br>• IP addresses<br>• Usage data<br>• Cookies data<br>• Online navigation data<br>• Location data<br>• Browser data<br>**Parent**<br>• Name<br>• Car registration<br>• Photo<br>• Email address<br>• IP addresses<br>• Usage data<br>• Cookies data<br>• Online navigation data<br>• Location data<br>• Browser data<br>• Purpose of visit<br>**Visitor**<br>• Name<br>• Car registration<br>• Job title/company<br>• Photo<br>• Email address<br>• IP addresses<br>• Usage data<br>• Cookies data<br>• Online navigation data<br>• Location data<br>• Browser data<br>• Purpose of visit |
| **Why is it being processed?** | Safeguarding, health and safety, fire regulations, emergency evacuation |
| **Who is data shared with?** | School staff, visitors |

| System used: SIMS |
|---|

| | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date of birth<br>• Address<br>• Title<br>• Gender<br>• Class<br>• Year<br>• Parent/carer name<br>• UPN<br>• Dietary Requirements<br>• Medical information<br>• Attendance/exclusion<br>• FSM<br>• SEN<br>• Assessment information<br>• Child Protection Plan<br>• School history<br>• Looked After Information<br>**Parent/Carer**<br>• Name<br>• Address<br>• Phone number<br>• email address<br>• Gender<br>• Title<br>• DOB<br>• Parental responsibility<br>• Language<br>• Occupation<br>**Staff**<br>• Name<br>• Address<br>• Phone number<br>• email address<br>• Title<br>• Gender<br>• DOB<br>• NI Number<br>• Ethnicity<br>• Bank Account Information<br>• Qualifications<br>• Disability & Medical Information |

| | |
|---|---|
| | • Religion<br>• Marital status<br>• Language<br>• Passport Information<br>• Dietary requirements<br>• Absences<br>• Car information<br>• Next of Kin<br>• Payroll number<br>• 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** | Pupil Referral Unit |
| **Description** | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| **Personal Data Items** | **Pupil**<br><br>• Photos (unnamed)<br>• Videos (unnamed)<br>• School name<br>• Classes |
| **Why is it being processed?** | Unnamed photos of pupils and their work are used on the site |
| **Who is data shared with?** | Information shared with parents |

| System used: SPAG | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Online SPaG tests for  instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Child**<br><br>• Age<br>• Name |
| **Why is it being processed?** | https://www.spag.com/Content/privacy.pdf |
| **Who is data shared with?** | https://www.spag.com/Content/privacy.pdf |

| System used: STEM | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**child**<br>• Name<br>**Age**<br>• Name<br>**Parent**<br>• Name |
| **Why is it being processed?** | https://www.stem.org.uk/privacy-policy |
| **Who is data shared with?** | https://www.stem.org.uk/privacy-policy |

| System used: Teachers2Parent | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Parent/Staff/Other Text Messaging System |
| **Personal Data Items** | **Staff**<br>• Name<br>• Telephone number<br>**Pupil**<br>• Name<br>• Registration group<br>• Year group<br>**Parent/Carer**<br>• Name<br>• Primary telephone number<br>• Secondary telephone number<br>**Taxi driver** |

| | |
|---|---|
| | • Taxi drivers name<br>• Taxi drivers telephone number<br><br>**Taxi escort**<br><br>• taxi escort name<br>• Taxi escort telephone number |
| **Why is it being processed?** | To provide access to Communication tool for contact between school and parent/carer/staff/other |
| **Who is data shared with?** | School staff |

| System used: The National College | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | A provider of online training for staff & governors |
| **Personal Data Items** | **Staff member**<br><br>• Name<br>• Job Title<br>• Email<br>• Phone number<br><br>**Governor**<br><br>• Name<br>• Email<br>• 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 |

| System used: Thrive | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Social and Emotional Screening Programme |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Class<br>• Year Group<br>• UPN<br>• Assessment information<br>• LAC<br><br>**Staff**<br><br>• Name |

| | |
|---|---|
| | • Class |
| **Why is it being processed?** | Social & emotional development tracking |
| **Who is data shared with?** | School staff |

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

| System used: Tootoot | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Contact details<br>• School<br>**Pupil**<br>• Name<br>• School<br>• Class<br>• Year<br>**Parent/Carers**<br>• Name |

| | |
|---|---|
| | • Contact details |
| **Why is it being processed?** | To provide access for staff, pupils and parents/carers to the tootoot tools. |
| **Who is data shared with?** | Staff, parents |

| System used: TrackIt Lights | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | A digitised and automated system for classroom management, rewards, incident forms, detentions / reflection time, behaviour tracking, and parental engagement. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Class<br>•<br>**Staff**<br>• Name<br>• Email address<br>• Classes taught<br>**Parent**<br>• Name<br>• Email address |
| **Why is it being processed?** | For fulfillment of contract / legitimate interest with school for behaviour management and tracking. |
| **Who is data shared with?** | Senior leaders and school administrators can set user permissions based on roles. |

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

| | |
|---|---|
| | • Name |
| **Why is it being processed?** | https://www.twinkl.co.uk/legal |
| **Who is data shared with?** | https://www.twinkl.co.uk/legal |

| System used: Visitor book | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Log of all visitors into school / fire regulations |
| **Personal Data Items** | **Visitor**<br>• Name<br>• Date and time<br>• Car registration<br>• Purpose of visit<br>• Company<br>• |
| **Why is it being processed?** | Safeguarding, health and safety, fire regulations |
| **Who is data shared with?** | School staff, visitors |

| System used: Wonde | |
|---|---|
| **Owner** | Pupil Referral Unit |
| **Description** | Manages transfer of data from Sims MIS to School360. |
| **Personal Data Items** | **Staff**<br>• Name<br>**Pupil**<br>• Name<br>• School id<br>• Class/group<br>• Year<br>• UPN<br>• Gender<br>• 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: Zoom | |
|---|---|
| **Owner** | Pupil Referral Unit |
| | |

| | |
|---|---|
| **Description** | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name |
| **Why is it being processed?** | https://zoom.us/trust |
| **Who is data shared with?** | https://zoom.us/trust |