Pupil Referral Unit

GDPR Privacy Notice Summary Report

Date: 28/08/2025

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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
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.	
Clennel 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	yes

	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.	
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 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	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Google Classroom	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Google Meet	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the	

	other being Google Chat	
Governance	Details of all members of the Governing Body	
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 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 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 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, 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** • 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	Pupil Referral Unit
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	**Pupil** • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • **Staff member** • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information

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

System used: Adobe Creative Cloud Express [formerly Adobe Spark]	
Owner	Pupil Referral Unit
Description	Creates videos & stores them
Personal Data Items	**Teacher** • Name • email • technical info -IP address device **Pupil** • Name • 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** • 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	Pupil Referral Unit
Description	Attendance information about pupils and classes
Personal Data Items	**Pupil**

	- Name
	- DOB
	- Class
	- Gender
	- UPN
	- Address
	- Telephone number
	- Parental contact
	- Ethnic origin
	- Current attendance
	- Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

System used: BBC Bitesize	
Owner	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** - Name - email address **child** - Name - Age - Year group
Why is it being processed?	https://www.bbc.co.uk/usingthebbc/privacy/
Who is data shared with?	https://www.bbc.co.uk/usingthebbc/privacy/

System used: Behaviour Files - Paper (in class)	
Owner	Pupil Referral Unit
Description	Information relating to the behaviours of particular pupils
Personal Data Items	**Pupils**

- Name
- Date of Birth
- Address
- Health Needs
- Educational Behavioural Needs
- Social Care Status
-

Parents/Carers

- Name
- Address
- Contact Details

Staff

- Name
- Position

External Support Workers

- Name
- Organisation
- Position
- Address
- Contact Details

Why is it being processed?	To ensure access to education appropriate to needs
Who is data shared with?	External support workers as applies

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

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** • Name • DOB • Address • DBS information • Gender • 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: CCTV	
Owner	Pupil Referral Unit
Description	CCTV
Personal Data Items	**Staff** • Images **Child** • Images **Visitor** • 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** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • **Parents** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Civica- Occupational Health (formerly OPAS)	
Owner	Pupil Referral Unit
Description	Occupation health software
Personal Data Items	**Staff** • Name • Contact Details • Employment Details • Health Information • 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** • Name • Age • Year • Class • Assessment data **Staff** • 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: Clennel 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.
Personal Data Items	**Pupil** • Name • Date of birth • Address **Staff** • Name • 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	
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** • Name • 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** • 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	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** • 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 **Main contact** • Name • Telephone Number
Why is it being processed?	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
Who is data shared with?	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

System used: Data tracking spreadsheets	
Owner	Pupil Referral Unit
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	**pupil** • Name • date of birth • gender • class • year • FSM • SEN • Assessment info
Why is it being processed?	Processing this data is necessary for the completion of a public task and

	for the school to meet statutory requirements
Who is data shared with?	Different elemetns of data are shared with different parties including: other staff, Governors and parents

System used: DfE (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 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** • 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** • Name • DOB • Dietary information
Why is it being processed?	Health and safety - to avoid children coming into contact with specific foods
Who is data shared with?	n/a

System used: Eschools Website Provider	
Owner	Pupil Referral Unit
Description	On-line school website building tool
Personal Data Items	**School Information** • Name • Address • Contact information • Class names • Staff names • Governor names • Year group information (planning, homework) • Newsletters **Pupil** • Photographs • •
Why is it being processed?	To inform parents and the wider community about the life of the school
Who is data shared with?	The general public eschools is a public facing website

System used: EVOLVE visits	
Owner	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**

- Name
- e-mail address
- IP address
- Location data
- Qualifications

Pupil

- 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	Pupil Referral Unit
Description	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
Personal Data Items	**Child** - 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?	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** • Name • Age • email • address **Teacher** • Name • email **parent** • Name • 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	
Owner	Pupil Referral Unit
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	**Staff** • Name • School • Email • Class **Pupil** • Name • Age • Gender • Class • Year • Performance data

Why is it being processed?	To provide? access to a range of testing and diagnostic tools for teaching staff.
Who is data shared with?	Shared with school

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

System used: Google Meet	
Owner	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** • Name • • **child** • 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** • 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: 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**

	• DOB **Parent** • 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** • Name • Contact details • D.o.B • Record of Accident/Incident **Child** • Name • Contact details • D.o.B • Record of Accident/Incident **Visitor** • 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: 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** • Name **Child** • Name **Age** • 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	
Owner	Pupil Referral Unit
Description	Pupil / teacher online learning resources for Numeracy.
Personal Data Items	**Staff** • Name • Class / Year group • School **Pupil** • 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: 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** • Name • Company [if any] • Photograph • Vehicle Reg • Times in & out • Who visiting • email **Staff member** • Name • Times signed in & out **Student** • Name • Form group • Year group • 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** • Name **Pupil** • Name • 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** • Name **Child** • 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
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	**Staff** • Name • Machine name • I/P address • URLs visited • School **Pupil** • 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: Looked After Children Records - Electronic	
Owner	Pupil Referral Unit
Description	Information relating to children who are in Looked After Care
Personal Data Items	**Pupil** - Name - Date of Birth - Address - Personal Education Plan - Health Needs - Social Care Needs - Educational Needs - Family Background **Parents & Carers** - Name - Contact Details - Address - **Staff** - Name - Position **External Support** - Name - Organisation - Position - Address - Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school

System used: Looked After Children Records - Paper	
Owner	Pupil Referral Unit
Description	Information relating to children who are Looked After
Personal Data Items	**Pupils** - Name - Date of Birth - Address - Personal Education Plan - Health Needs

- Social Care Needs
- Educational Needs
- Family Background
-

Parents & Carers

- Name
- Contact Details
- Address
-

Staff

- Name
- Position

External Support Workers

- Name
- Organisation
- Position
- Address
- Contact Details

Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving School

System used: Medical Files - Electronic	
Owner	Pupil Referral Unit
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	**Pupils** - Name - Date of Birth - Address - Health Needs - Social Care Status - Educational Needs - Medical History - Medication Details **Parents/Carers** - Name - Address - Contact Details **Staff** - Name

	• Position
	External Support Workers
	• 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	Pupil Referral Unit
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	**Pupil** • 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: 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** • Name **Child** • 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** • Name • Classes **Pupil** • Name **Governor** • 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** • Name • School • Email **Pupil** • 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: NFER	
Owner	Pupil Referral Unit
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	**Staff** • Name • School • Contact details **Pupil** • Name • Date of birth • School • Performance data
Why is it being processed?	To assess pupil attainment and help staff track progress and set targets.
Who is data shared with?	Not shared

System used: Northumberland School Readiness Passport	
Owner	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** - Name - Gender - Date of Birth - Unique Identifier - PP Information - Entitlement of hours - Special Needs Information - Development Progress -
Why is it being processed?	This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.
Who is data shared with?	https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf

System used: 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 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** - Name **Pupil** - Name - 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**

	• 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	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** • Name • Photograph • Video **Pupil** • Photograph (unnamed) • Video (unnamed) **Governor** • 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: 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** • Name

	• Address
	• Email
	• Telephone Number
	• Role
Why is it being processed?	https://www.ruthmiskin.com/en/privacy-policy/
Who is data shared with?	https://www.ruthmiskin.com/en/privacy-policy/

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

System used: Safeguarding Records - Electronic	
Owner	Pupil Referral Unit
Description	Records relating to safeguarding of children

Personal Data Items	**Pupils**
	• Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions **Parent/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: Safeguarding Records - Paper	
Owner	Pupil Referral Unit
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions

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

System used: School Cloud	
Owner	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**
	• Name • Email address
	Pupil

	• Name
	Teacher
	• 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** • Name • email **child** • Name • Date of birth • 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** • 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	Pupil Referral Unit
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil** • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections **Staff** • 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: Schoolcomms	
Owner	Pupil Referral Unit
Description	Communication app for parents
Personal Data Items	**Pupil** • Name • Attendance data **Parent** • Name • Address • e-mail address • 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** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History **Parents / Carers** • Name • Address • Contact details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • Address • Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Send Paper Records	
Owner	Pupil Referral Unit
Description	Records relating to individual pupil's SEND history
Personal Data Items	**Pupil**

- Name
- Date Of Birth
- Address
- Medical Information
- Health & Social Care
- Specific Educational Needs
- Interventions In Place

Parents

- Name
- Address
- Contact Details

Staff

- Name
- Position

External Support

- 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: Sign-In App	
Owner	Pupil Referral Unit
Description	Electronic sign-in software for the school / fire regulations / emergency evacuation
Personal Data Items	**Staff** • Name • Job title • Car registration • Photo • Email address • IP addresses • Usage data • Cookies data • Online navigation data • Location data • Browser data **Parent** • Name

- Car registration
- Photo
- Email address
- IP addresses
- Usage data
- Cookies data
- Online navigation data
- Location data
- Browser data
- Purpose of visit

Visitor

- Name
- Car registration
- Job title/company
- Photo
- Email address
- IP addresses
- Usage data
- Cookies data
- Online navigation data
- Location data
- Browser data
- 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** - 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	Pupil Referral Unit
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.

Personal Data Items	**Pupil**
	- 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: 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** - Name **Child** - Age - 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** - Name **child** - Name **Age** - Name **Parent**

	• 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** • Name • Telephone number **Pupil** • Name • Registration group • Year group **Parent/Carer** • Name • Primary telephone number • Secondary telephone number **Taxi driver** • Taxi drivers name • Taxi drivers telephone number **Taxi escort** • taxi escort name • 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** • Name • Job Title • Email

- Phone number

Governor

- Name
- Email
- Phone number

Why is it being processed?	In order to provide access to online training and for billing purposes
Who is data shared with?	Contractors to provide service

System used: Thrive	
Owner	Pupil Referral Unit
Description	Social and Emotional Screening Programme
Personal Data Items	**Pupil** - Name - DOB - Class - Year Group - UPN - Assessment information - LAC **Staff** - 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** - Name - Email address - School name - School address **Pupil** - Name - Year group - Maths group

Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

System used: 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** • Name • Contact details • School **Pupil** • Name • School • Class • Year **Parent/Carers** • 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** • Name • Class • **Staff** • Name • Email address

	• Classes taught
	Parent
	• Name • 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** • Name **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** • 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: Wonde	
Owner	Pupil Referral Unit
Description	Manages transfer of data from Sims MIS to School360.
Personal Data Items	**Staff** • Name **Pupil** • Name • School id • Class/group • Year • UPN • Gender • Attendance
Why is it being processed?	To facilitate the exchange of data to allow the set up of school360 for a school.
Who is data shared with?	School360 users

System used: 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** • Name **Parent** • Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust