



Shanklea Primary School

GDPR Privacy Notice Summary Report

Date: 10/12/2023

Data Protection Officer: Wallis Bath

01670 715205

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 |
|---------------------------------------|--|------------------|
| 4Matrix | 4Matrix is the essential professional software system for the management of school performance data. | |
| Accelerated Reader | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. | |
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| 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 |
| Charanga | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning | |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| Class Dojo | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and | |

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| | parents?/carers. | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| CPOMS | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| Dietary requirements information sheets | Required documents for specific children with severe allergies / intolerances and religious observations (food) | yes |
| Eschools Website Provider | On-line school website building tool | |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Futures Cloud | Internet / Network monitoring and reporting tool | |
| GL-Assessment | GL assessments provide a range of tests for schools including reading, progress and cognitive tests | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |
| Health & Safety | Records pertaining to Health & Safety | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in | |

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| | one simple to use platform. | |
| Insight Tracking | An online data tracking system for teachers. The following data is collected: Pupil records include the following data: Unique Pupil Number (UPN) Legal first & last names Preferred first & last names Date of birth Gender Date pupil joined the school Date pupil left the school The following data can optionally be recorded as well: Address Ethnicity EAL status FSM history SEN history Service child status In-care status Attendance summaries Customer-defined groups Customer-defined notes and files | yes |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Just2easy | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. | |
| Language Angels | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. | |
| Letter join | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Live Kitchen | Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment | |

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| | reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis | |
| Local Authority moderation of work | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. | |
| Looked After Children Records - Electronic | Information relating to children who are in Looked After Care | yes |
| Looked After Children Records - Paper | Information relating to children who are Looked After | yes |
| Mathletics _ online numeracy activities | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. | |
| Medical Files - Electronic | Information in respect of specific medical needs of an individual student | yes |
| Medical Files - Paper | Information in respect of specific medical needs of an individual student | yes |
| Medical log | File of medical information for each child: asthma, medication administered, health care plans, risk assessments | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one | |

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| | 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 | |
| My Maths | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. | |
| My ON Renaissance Reading | A personalized digital library at every student's fingertips Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement. | |
| National Tutoring Programme (NTP) | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. | yes |
| NFER | Assessment materials, reading test and pupil progress data | |
| Northumberland School Readiness Passport | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. | |
| Nursery (Early Years) files | Early years registration information and funding information for Early Years entitlement, hours taken each week | yes |
| Oxford Owls | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds | |
| Padlet | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. | |
| Padlet | Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files | |
| Parents Evening Booking System | Online booking system for parents evenings and other school events. | |
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| 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. | |
| Purple Mash | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2. | |
| 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. | |
| 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 |

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| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| SumDog | Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress. | |
| Tapestry | An online journal recording all the learning and fun of children's early years education. | |
| Target Tracker | Pupil assessment and tracking software?. | yes |
| Testbase | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. | yes |
| Thrive | Social and Emotional Screening Programme | yes |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| 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: 4Matrix | |
|-----------------------------------|---|
| Owner | Shanklea Primary School |
| Description | 4Matrix is the essential professional software system for the management of school performance data. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Attainment • Class • Group |
| Why is it being processed? | 4Matrix provides power tools for use at key stages 3, 4 and 5, to analyse, compare, forecast and report on the performance of subjects, the progress made by different groups of pupils, the consistency and impact of teaching, and key school performance indicators. |
| Who is data shared with? | Not shared |

| System used: Accelerated Reader | |
|-----------------------------------|--|
| Owner | Shanklea Primary School |
| Description | Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class <p>Staff</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To generate information on the reading abilities of pupils |
| Who is data shared with? | Not shared |

| System used: Accident book | |
|----------------------------|---|
| Owner | Shanklea Primary School |
| Description | Log of accidents / minor injuries in school |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • class • Injury • first aid • |

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| Why is it being processed? | To record injuries in school |
| Who is data shared with? | Parents |

System used: Accident Report Form

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| Owner | Shanklea Primary School |
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • <p>Staff member</p> <ul style="list-style-type: none"> • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information • |
| Why is it being processed? | Statutory obligations to comply with Health and Safety regulations. |
| Who is data shared with? | NCC / parents |

System used: Assessment Records

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|----------------------------|---------------------------------|
| Owner | Shanklea Primary School |
| Description | Electronic and paper mark books |
| Personal Data Items | Child |

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|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data |
| Why is it being processed? | To track student achievement and report to parents |
| Who is data shared with? | Parents |

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

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

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

| System used: Behaviour Files - Paper (in class) | |
|---|--|
| Owner | Shanklea Primary School |
| Description | Information relating to the behaviours of particular pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To ensure access to education appropriate to needs |
| Who is data shared with? | External support workers as applies |

| System used: Charanga | |
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| Owner | Shanklea Primary School |
| Description | Charanga Music School, the best-selling, modern resource for primary |

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

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

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

| System used: Child Protection Records - Paper | |
|---|--|
| Owner | Shanklea Primary School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address |

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

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

System used: Consent for educational visits

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

System used: CPOMS

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|----------------------------|--|
| Owner | Shanklea Primary School |
| Description | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy |

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| | Main contact <ul style="list-style-type: none"> • Name • Telephone Number |
| Why is it being processed? | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| Who is data shared with? | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |

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

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

System used: Eschools Website Provider

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

System used: EVOLVE visits

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

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

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

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

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

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|---------------------------------|--|
| System used: Google Meet | |
| Owner | Shanklea Primary School |
| Description | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| Personal Data Items | teacher |

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

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

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

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • D.o.B • Record of Accident/Incident |
| Why is it being processed? | To ensure Health and Safety Regulations are followed |
| Who is data shared with? | NCC, school staff and parents |

| System used: Huggg | |
|-----------------------------------|---|
| Owner | Shanklea Primary School |
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | <p>parent</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | https://www.huggg.me/privacy |
| Who is data shared with? | https://www.huggg.me/privacy |

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

| System used: Interactive Resources | |
|------------------------------------|--|
| Owner | Shanklea Primary School |
| Description | Pupil / teacher online learning resources for Numeracy. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class / Year group • School |
| Why is it being processed? | Necessary to provide access to learning resources through School360 |
| Who is data shared with? | N/A |

| System used: Just2easy | |
|-----------------------------------|---|
| Owner | Shanklea Primary School |
| Description | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers. |
| Personal Data Items | <p>Child</p> <ul style="list-style-type: none"> • Name • Gender • Class / Year group • School <p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group • School |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360 |
| Who is data shared with? | N/A |

| System used: Language Angels | |
|------------------------------|--|
| Owner | Shanklea Primary School |
| Description | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. |
| Personal Data Items | teacher |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> Name <p>child</p> <ul style="list-style-type: none"> Name age |
| Why is it being processed? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| Who is data shared with? | Language_Angels_Home_School_Terms_&_Conditions.pdf |

| System used: Letter join | |
|-----------------------------------|---|
| Owner | Shanklea Primary School |
| Description | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |
| Personal Data Items | <p>School</p> <ul style="list-style-type: none"> Name <p>Staff</p> <ul style="list-style-type: none"> Name Class <p>Pupil</p> <ul style="list-style-type: none"> Name Class |
| Why is it being processed? | To provide online access to a range of teaching and learning materials for staff and pupils. |
| Who is data shared with? | Not shared |

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

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name • Machine name • I/P address • URLs visited • School |
| Why is it being processed? | Statutory requirement to filter Internet services for school users |
| Who is data shared with? | School leadership, LSCB and police if serious incident occurs |

| System used: Live Kitchen | |
|-----------------------------------|--|
| Owner | Shanklea Primary School |
| Description | Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age <p>Parent</p> <ul style="list-style-type: none"> • Name • email address • Payment details if using direct debit |
| Why is it being processed? | To provide additional functionality and a better service to pupils and parents at lunchtime. |
| Who is data shared with? | School staff and NCC |

| System used: Local Authority moderation of work | |
|---|--|
| Owner | Shanklea Primary School |
| Description | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |

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|-----------------------------------|---|
| Personal Data Items | School <ul style="list-style-type: none"> • Name Staff <ul style="list-style-type: none"> • Initials Pupil <ul style="list-style-type: none"> • Initials • Gender • Unique pupil number (UPN) |
| Why is it being processed? | As part of the statutory? requires for assessment and moderation in schools |
| Who is data shared with? | Other NCC staff |

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

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|-----------------------------------|---|
| 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 | Shanklea Primary School |
| Description | Information relating to children who are Looked After |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • 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: Mathletics _ online numeracy activities | |
|--|---|
| Owner | Shanklea Primary School |
| Description | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with |

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| | dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Year group • Test results <p>Staff</p> <ul style="list-style-type: none"> • Name • School |
| Why is it being processed? | To Provide secure individual access to the online learning materials |
| Who is data shared with? | School staff |

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|--|--|
| System used: Medical Files - Electronic | |
| Owner | Shanklea Primary School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |

| | |
|-----------------------------------|--|
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

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

| System used: Medical log | |
|----------------------------|--|
| Owner | Shanklea Primary School |
| Description | File of medical information for each child: asthma, medication administered, health care plans, risk assessments |
| Personal Data Items | Pupil |

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Name • Inhaler / medication information (doseage) • DOB • Class • Medical condition • Signs and symptoms • Treatment • Parental consent • Name of medication and dose • Side effects • Storage requirements • Special equipment • Testing needed • Access to food drink • Dietary requirement • Staff support • Contingency arrangements • Family / emergency contacts • Hazard • Risk • Control measures / risk evaluation |
| Why is it being processed? | Health and safety of child |
| Who is data shared with? | Staff, NCC and NHS professionals |

| System used: Microsoft Teams | |
|------------------------------|--|
| Owner | Shanklea Primary School |
| Description | <p>Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background</p> |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://privacy.microsoft.com/en-us/privacystatement |
| Who is data shared with? | https://privacy.microsoft.com/en-us/privacystatement |

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

| System used: My ON Renaissance Reading | |
|--|--|
| Owner | Shanklea Primary School |
| Description | A personalized digital library at every student's fingertips Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement. |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | http://www.renlearn.co.uk/privacy-hub/ |

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|---------------------------------|---|
| Who is data shared with? | http://www.renlearn.co.uk/privacy-hub/ |
|---------------------------------|---|

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

| System used: NFER | |
|-----------------------------------|---|
| Owner | Shanklea Primary School |
| Description | Assessment materials, reading test and pupil progress data |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Contact details <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • School • Performance data |
| Why is it being processed? | To assess pupil attainment and help staff track progress and set targets. |
| Who is data shared with? | Not shared |

| System used: Northumberland School Readiness Passport | |
|---|---|
| Owner | Shanklea Primary School |
| Description | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| Personal Data Items | Child |

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Name • Gender • Date of Birth • Unique Identifier • PP Information • Entitlement of hours • Special Needs Information • Development Progress • |
| Why is it being processed? | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| Who is data shared with? | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

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

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|---------------------------------|---|
| Who is data shared with? | School staff, NCC, outside agencies as required |
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| System used: Oxford Owls | |
|-----------------------------------|---|
| Owner | Shanklea Primary School |
| Description | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • Age |
| Why is it being processed? | https://global.oup.com/privacy?cc=us |
| Who is data shared with? | https://global.oup.com/privacy?cc=us |

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

| System used: Padlet | |
|---------------------|---|
| Owner | Shanklea Primary School |
| Description | Padlet is a free online tool that is best described as an online notice |

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| | board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Teacher |
| Why is it being processed? | To facilitate learning |
| Who is data shared with? | Business providers e.g.billing |

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

| System used: Personnel files | |
|------------------------------|---|
| Owner | Shanklea Primary School |
| Description | Information relating to staff employment |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications |

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

| System used: Purple Mash | |
|----------------------------|--|
| Owner | Shanklea Primary School |
| Description | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year Group • School • Age <p>Staff</p> |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • School |
| Why is it being processed? | To provide online access to a range of Edtech software. |
| Who is data shared with? | School staff |

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

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

| System used: Registers | |
|----------------------------|---|
| Owner | Shanklea Primary School |
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | Child |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Address • Date of Birth • Lunch Status • Attendance |
| Why is it being processed? | To monitor children's attendance - legal obligation. |
| Who is data shared with? | School staff, after school club providers |

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

System used: Safeguarding Records - Paper

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

System used: School Cloud

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|--------------------|--|
| Owner | Shanklea Primary School |
| Description | SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room |

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| | <p>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.</p> |
| Personal Data Items | <p>Parents</p> <ul style="list-style-type: none"> • Name • Email address <p>Pupil</p> <ul style="list-style-type: none"> • Name <p>Teacher</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.schoolcloud.co.uk/privacy-notice.asp |
| Who is data shared with? | https://www.schoolcloud.co.uk/privacy-notice.asp |

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| System used: School Gateway | |
| Owner | Shanklea Primary School |
| Description | <p>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.</p> |
| Personal Data Items | <p>parent</p> <ul style="list-style-type: none"> • Name • email <p>child</p> <ul style="list-style-type: none"> • 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: School360

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

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| System used: Schoolcomms | |
| Owner | Shanklea Primary School |
| Description | Communication app for parents |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Attendance data <p>Parent</p> <ul style="list-style-type: none"> • 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, |

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| | email address.' |
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System used: SEND electronic records

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| Owner | Shanklea Primary School |
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact details |
| Why is it being processed? | To ensure appropriate levels of support for the student in relation SEND needs |
| Who is data shared with? | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate |

System used: Send Paper Records

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| Owner | Shanklea Primary School |
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name |

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| | <ul style="list-style-type: none"> • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To support educational entitlement to meet statutory obligations |
| Who is data shared with? | Case workers, Parents, local Authority and Receiving Schools |

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

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| | <ul style="list-style-type: none"> • Assessment information • Child Protection Plan • School history • Looked After Information <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Title • Gender • DOB • NI Number • Ethnicity • Bank Account Information • Qualifications • Disability & Medical Information • Religion • Marital status • Language • Passport Information • Dietary requirements • Absences • Car information • Next of Kin • Payroll number • DBS Information |
| Why is it being processed? | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements. |
| Who is data shared with? | Parents |

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

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| System used: SumDog | |
| Owner | Shanklea Primary School |
| Description | Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress. |
| Personal Data Items | Teachers <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.sumdog.com/en/about/privacy/ |
| Who is data shared with? | https://www.sumdog.com/en/about/privacy/ |

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| System used: Tapestry | |
| Owner | Shanklea Primary School |
| Description | An online journal recording all the learning and fun of children's early years education. |
| Personal Data Items | School <ul style="list-style-type: none"> • Name • Address • Email address and name of person who pays for service in school Pupil <ul style="list-style-type: none"> • Name • Date of birth • Notes on progress • Photographs • Videos • Address Parent |

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| | <ul style="list-style-type: none"> • Name • email address <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address |
| Why is it being processed? | To provide access to an online early years journal which records pupil activity and progress throughout the year. |
| Who is data shared with? | The child's? new school if it uses Tapestry. |

| System used: Target Tracker | |
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| Owner | Shanklea Primary School |
| Description | Pupil assessment and tracking software?. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of birth • Age • Classes • Ethnicity • SEN data • Pupil premium eligibility • Performance data • Attendance data |
| Why is it being processed? | To help track progress and set targets for pupils. |
| Who is data shared with? | School Staff |

| System used: Testbase | |
|----------------------------|---|
| Owner | Shanklea Primary School |
| Description | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. |
| Personal Data Items | <p>School</p> <ul style="list-style-type: none"> • Name • Contact Address • Contact Email |

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| | <ul style="list-style-type: none"> • Contact Telephone Number • Billing Address <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • UPN • Admission number • Gender • Year Group • Registration group • Class name • Teacher name • Ethnicity • Eligibility for free school meals • Pupil premium indicator • SEN Status • In LEA care |
| Why is it being processed? | To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups. |
| Who is data shared with? | AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service. |

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| System used: Thrive | |
| Owner | Shanklea Primary School |
| Description | Social and Emotional Screening Programme |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Class • Year Group • UPN • Assessment information • LAC <p>Staff</p> <ul style="list-style-type: none"> • Name • Class |
| Why is it being processed? | Social & emotional development tracking |
| Who is data shared with? | School staff |

| System used: Times Tables Rock Stars | |
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| Owner | Shanklea Primary School |
| Description | Online times tables practice and testing. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • School name • School address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year group • Maths group |
| Why is it being processed? | To provide access to online learning tool. |
| Who is data shared with? | Staff |

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

| System used: Wonde | |
|----------------------------|--|
| Owner | Shanklea Primary School |
| Description | Manages transfer of data from Sims MIS to School360. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> |

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| | <ul style="list-style-type: none"> • Name • School id • Class/group • Year • UPN • Gender • Attendance |
| Why is it being processed? | To facilitate the exchange of data to allow the set up of school360 for a school. |
| Who is data shared with? | School360 users |

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