



Ovingham C of E First School

GDPR Privacy Notice Summary Report

Date: 27/09/2024

Data Protection Officer: Helen Pye

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
BBC Bitesize	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams	
BBC Super Movers	Fun curriculum linked resources to get your class moving while they learn	
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Book Creator	Allows pupils to write books and store them in an online library	
Bromcom	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.	yes
Canva	Canva is an online design and publishing tool	
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 parents?/carers.	
CLPE	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.	
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
Debbie Judd HR	Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget	

	<p>restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.</p>	
DFE-Census and workforce Census	<p>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.</p>	
Dietary requirements information sheets	<p>Required documents for specific children with severe allergies / intolerances and religious observations (food)</p>	yes
Ed Shed	<p>EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools</p>	
Education Mutual	<p>Staff absence protection for schools</p>	
Eschools Website Provider	<p>On-line school website building tool</p>	
EVOLVE visits	<p>An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.</p>	
Future Me (NECOP and NUFC)	<p>he North East Uni Connect Programme is a</p>	

	<p>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</p> <p>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:</p> <ul style="list-style-type: none"> 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. 	
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	
Hamilton Trust	<p>Hamilton Trust is a UK charity working to support inspirational teaching and learning through its website and projects. Mike O'Regan founded Hamilton in 1988 to support the education of children in the Blackbird Leys, Rose Hill and Barton estates in Oxford - children whose educational potential had long been underestimated. Hamilton aims to enable children from areas of socio-economic disadvantage to create for themselves the life opportunities they deserve through high-quality education and high expectations. Hamilton continues to work closely with primary schools in Oxford and to derive enormous amounts of inspiration for improving educational opportunities from doing so. Professor Ruth Merttens joined Hamilton in 1996 as Co-director. With Mike, she set up and directed the Hamilton Maths and Reading Projects to boost those</p>	

	<p>subjects in Oxford schools located in areas of significant deprivation. As word leaked out about Hamilton's planning materials, demand for them spread, and Hamilton started providing them to teachers in other schools. These formed the basis of Hamilton's original 'Save teachers' Sundays!' website, which enabled a much wider audience to access these plans. Hamilton's website continues to provide high quality, fully adaptable planning and resources to primary school teachers to help them teach robust and engaging lessons. Hamilton also supports and runs various education projects that provide support to its local community and across the country.</p>	
Health & Safety	Records pertaining to Health & Safety	
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
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.	

Little Wandle	Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Loom	Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live.	
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No 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.	

National Centre for Excellence in the Teaching of Mathematics (NCETM)	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	
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
Nereo	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.	
Nessy	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.	
Nessy - Literacy interventions	Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia	
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
Oak Academy	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.	
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	
Parent mail	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
ParentPay	ParentPay is an online payment service for schools and families.	yes
Performance Management	Staff appraisals	
Personnel files	Information relating to staff employment	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
PIRA - Rising stars (Wordblaze)	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.	yes
Places Leisure (formerly Active Northumberland Swimming Lessons)	Tracks pupil progress in swimming [especially useful in 3 tier system]	
PS Financials	Accounting, purchasing, budgeting and reporting software.	
Rising Stars (word blaze)	Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured Workbanks Save planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes

School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Scratch	With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.	
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
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
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.	
Spelling Shed	The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage.	
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.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Top Marks Spelling Games	Welcome to Topmarks Topmarks is a leading independent educational website for children, teaching professionals and parents. Topmarks gives children the opportunity to learn online, through safe, fun and engaging games and activities. We feature great,	

	educationally sound online resources. Topmarks is a safe environment for children because we only include trustworthy, reliable educational content. A good place to start is our fun learning games area.	
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	
White Rose Maths and Science	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Y4 Multiplication Check	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.	
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.	
Groupcall	Parent communication, permission and payment system. Links into SIMS to refresh pupil data and take off parent information .	

System used: Accident book	
Owner	Ovingham C of E First School
Description	Log of accidents / minor injuries in school
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • class • Injury • first aid •
Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

System used: Accident Report Form	
Owner	Ovingham C of E First School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • <p>Staff member</p> <ul style="list-style-type: none"> • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information

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

System used: Assessment Records	
Owner	Ovingham C of E First School
Description	Electronic and paper mark books
Personal Data Items	Child <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	Ovingham C of E First School
Description	Attendance information about pupils and classes
Personal Data Items	Pupil <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	Ovingham C of E First School
Description	BBC Bitesize is a free online study support resource designed to help with

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

System used: BBC Super Movers	
Owner	Ovingham C of E First School
Description	Fun curriculum linked resources to get your class moving while they learn
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name • Email
Why is it being processed?	https://www.bbc.co.uk/usingthebbc/privacy/
Who is data shared with?	https://www.bbc.co.uk/usingthebbc/privacy/

System used: Behaviour Files - Paper (in class)	
Owner	Ovingham C of E First 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

	<ul style="list-style-type: none"> • <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: Book Creator	
Owner	Ovingham C of E First School
Description	Allows pupils to write books and store them in an online library
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name • email • profile picture from schools 360 [used to sign in] • Technical data -Type of device IP <p>Pupil</p> <ul style="list-style-type: none"> • Name • Pupil's [school] email
Why is it being processed?	To allow use of the system
Who is data shared with?	With third party service providers, such as hosting providers or an email service, so that they can provide services to us. In cases where we share student personal data with these third parties they will be obligated to comply with the commitments in this policy. We maintain a list of these third party service providers;

System used: Bromcom	
Owner	Ovingham C of E First School

Description	<p>To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.</p>
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Address • Title • Gender • Class • Year • Parent/carer name and contact details • UPN • Dietary Requirements • Medical Information • Attendance/exclusion • FSM • SEN • EAL & First Language • Assessment Information • Pupil Premium • Child Protection Plan • School history • Looked After information • Ethnicity • Religion <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 and Medical Information • Religion • Martial status • Language • Passport information • Dietary requirements • Absences • Car information • Next of Kin • Payroll number

	<ul style="list-style-type: none"> • DBS Information
Why is it being processed?	https://bromcom.com/privacy-policy/
Who is data shared with?	https://bromcom.com/privacy-policy/

System used: Canva	
Owner	Ovingham C of E First School
Description	Canva is an online design and publishing tool
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name • date of birth • email • phone number • school • analytics data • usage data including device & location <p>Student</p> <ul style="list-style-type: none"> • 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: Charanga	
Owner	Ovingham C of E First School
Description	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • email address • Mobile phone number • Pupils groups <p>Pupil</p>

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

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

System used: Class Dojo

Owner	Ovingham C of E First School
Description	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.

Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Phone number • email • Password • Device id • Gender • School • School address • Geo Location • Photos, Videos, Docs and audio • IP address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Password • Age • School • IP Address <p>Parent/carer</p> <ul style="list-style-type: none"> • Name • Phone number • Email address • Password • Device id • Gender • School • Geo location • IP Address
Why is it being processed?	To provide access to the online curriculum and classroom management? tools
Who is data shared with?	Shared within school

System used: CLPE	
Owner	Ovingham C of E First School
Description	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name

Why is it being processed?	https://clpe.org.uk/content/privacy-cookies
Who is data shared with?	https://clpe.org.uk/content/privacy-cookies

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

System used: CPOMS	
Owner	Ovingham C of E First 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

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

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

System used: Debbie Judd HR	
Owner	Ovingham C of E First School
Description	Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always

	endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • All staff employment details
Why is it being processed?	https://debbiejuddhr.co.uk/about-us/
Who is data shared with?	https://debbiejuddhr.co.uk/about-us/

System used: DFE-Census and workforce Census	
Owner	Ovingham C of E First School
Description	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.gov.uk/help/privacy-notice
Who is data shared with?	https://www.gov.uk/help/privacy-notice

System used: Dietary requirements information sheets	
Owner	Ovingham C of E First School
Description	Required documents for specific children with severe allergies / intolerances and religious observations (food)
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name

	<ul style="list-style-type: none"> • 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: Ed Shed	
Owner	Ovingham C of E First School
Description	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.edshed.com/en-gb/privacy
Who is data shared with?	https://www.edshed.com/en-gb/privacy

System used: Education Mutual	
Owner	Ovingham C of E First School
Description	Staff absence protection for schools
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • DOB • Gender • Role • Salary Band • Contact name
Why is it being processed?	Used to provide school with contacts to manage membership (staff absence protection/insurance)
Who is data shared with?	School only - no third parties

System used: Eschools Website Provider	

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

System used: EVOLVE visits	
Owner	Ovingham C of E First 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: Future Me (NECOP and NUFC)

Owner	Ovingham C of E First School
Description	<p>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.</p>
Personal Data Items	<p>pupil</p> <ul style="list-style-type: none"> • Name • Age • email • address <p>Teacher</p> <ul style="list-style-type: none"> • Name • email <p>parent</p> <ul style="list-style-type: none"> • 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: Google Classroom

Owner	Ovingham C of E First 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

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

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

System used: Google Meet	
Owner	Ovingham C of E First 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 • • child <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
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System used: Governance

Owner	Ovingham C of E First 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: Hamilton Trust

Owner	Ovingham C of E First School
Description	<p>Hamilton Trust is a UK charity working to support inspirational teaching and learning through its website and projects. Mike O'Regan founded Hamilton in 1988 to support the education of children in the Blackbird Leys, Rose Hill and Barton estates in Oxford - children whose educational potential had long been underestimated. Hamilton aims to enable children from areas of socio-economic disadvantage to create for themselves the life opportunities they deserve through high-quality education and high expectations. Hamilton continues to work closely with primary schools in Oxford and to derive enormous amounts of inspiration for improving educational opportunities from doing so. Professor Ruth Merttens joined Hamilton in 1996 as Co-director. With Mike, she set up and directed the Hamilton Maths and Reading Projects to boost those subjects in Oxford schools located in areas of significant deprivation. As word leaked out about Hamilton's planning materials, demand for them spread, and Hamilton started providing them to teachers in other schools. These formed the basis of Hamilton's original 'Save teachers' Sundays!' website, which enabled a much wider audience to access these plans. Hamilton's website continues to provide high quality, fully adaptable planning and resources to primary school teachers to help them teach robust and engaging lessons. Hamilton also supports and runs various education projects that provide support to its local community and across the country.</p>
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name • Email <p>name</p>

	<ul style="list-style-type: none"> • Name • Age • year group
Why is it being processed?	https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/
Who is data shared with?	https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/

System used: Health & Safety	
Owner	Ovingham C of E First School
Description	Records pertaining to Health & Safety
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Visitor</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident
Why is it being processed?	To ensure Health and Safety Regulations are followed
Who is data shared with?	NCC, school staff and parents

System used: Huggg	
Owner	Ovingham C of E First 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: Just2easy	
Owner	Ovingham C of E First 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	Ovingham C of E First 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	<p>teacher</p> <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
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System used: Letter join	
Owner	Ovingham C of E First 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	Ovingham C of E First School
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name • Machine name

	<ul style="list-style-type: none"> • 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: Little Wandle	
Owner	Ovingham C of E First School
Description	Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name, email address, telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name, unique pupil numbers, assessment data <p>Parent</p> <ul style="list-style-type: none"> • Name, email address, telephone number
Why is it being processed?	https://www.littlewandlelettersandsounds.org.uk/privacy-policy/
Who is data shared with?	https://www.littlewandlelettersandsounds.org.uk/privacy-policy/

System used: Local Authority moderation of work	
Owner	Ovingham C of E First School
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Initials <p>Pupil</p> <ul style="list-style-type: none"> • Initials • Gender • Unique pupil number (UPN)

Why is it being processed?	As part of the statutory? requires for assessment and moderation in schools
Who is data shared with?	Other NCC staff

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

System used: Looked After Children Records - Paper	
Owner	Ovingham C of E First School
Description	Information relating to children who are Looked After
Personal Data Items	Pupils

	<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: Loom	
Owner	Ovingham C of E First School
Description	Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.loom.com/privacy-policy
Who is data shared with?	https://www.loom.com/privacy-policy

System used: Medical Files - Electronic

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

System used: National Tutoring Programme (NTP)	
Owner	Ovingham C of E First 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	Child <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: Nereo	
Owner	Ovingham C of E First School
Description	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.
Personal Data Items	All Staff <ul style="list-style-type: none"> • Name • Date of birth
Why is it being processed?	https://www.nereo.gov.uk/privacy-notice/
Who is data shared with?	https://www.nereo.gov.uk/privacy-notice/

System used: Nessy	
Owner	Ovingham C of E First School
Description	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name

	Parent <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.nessy.com/uk/privacy-policy/
Who is data shared with?	https://www.nessy.com/uk/privacy-policy/

System used: Nessy - Literacy interventions	
Owner	Ovingham C of E First School
Description	Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • Year group • Test results
Why is it being processed?	To create a secure log in for individual pupils to access Online Literacy intervention materials.
Who is data shared with?	Not shared

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

System used: Northumberland School Readiness Passport

Owner	Ovingham C of E First 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	<p>Child</p> <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	Ovingham C of E First 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

	<ul style="list-style-type: none"> • Parental consent: medicine, photos, website, school publications, press, local excursions • Start dates • Desired sessions
Why is it being processed?	To ensure registration of children into school and that children receive their entitlements
Who is data shared with?	School staff, NCC, outside agencies as required

System used: Oak Academy	
Owner	Ovingham C of E First School
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	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age
Why is it being processed?	https://privacy.thenational.academy/
Who is data shared with?	https://privacy.thenational.academy/

System used: Oxford Owls	
Owner	Ovingham C of E First 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

	<ul style="list-style-type: none"> • 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: Parent mail	
Owner	Ovingham C of E First School
Description	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name • School email address <p>Staff</p> <ul style="list-style-type: none"> • Name • Class • Title • e-mail • Gender • Telephone number • DOB • School address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year • Parent/carer name • Title • Class • Gender • DOB • Address • DOB <p>Parent/carer</p> <ul style="list-style-type: none"> • Name • Telephone number • email address • Title • Gender • Address
Why is it being processed?	To provide access to a range of communication and payment tools
Who is data shared with?	School staff

System used: ParentPay

Owner	Ovingham C of E First School
Description	ParentPay is an online payment service for schools and families.
Personal Data Items	<p>staff</p> <ul style="list-style-type: none"> • Name • Gender <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Gender • Groups • Dietary requirements • Postal address • UPN • Roll number • Meal selections and history • Emergency contact information • Medical details • EHIC • Doctors contact • Passport <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Gender • Address • Phone number • Email • Payment history & balance • Payment card details
Why is it being processed?	To provide parents with an online payment system for meals, school trips and other activities/resources.
Who is data shared with?	School staff

System used: Performance Management

Owner	Ovingham C of E First School
Description	Staff appraisals
Why is it being processed?	To assist SLT in reviewing performance
Who is data shared with?	Staff member

System used: Personnel files

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

System used: Photographs and videos of staff and pupils.

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

System used: PIRA - Rising stars (Wordblaze)

Owner	Ovingham C of E First School

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

System used: Places Leisure (formerly Active Northumberland Swimming Lessons)	
Owner	Ovingham C of E First School
Description	Tracks pupil progress in swimming [especially useful in 3 tier system]
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Year Group • School ID • UPN • Medical issues pertinent to swimming lessons
Why is it being processed?	
Who is data shared with?	https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placesleisure.org%2Ffind-centre%2F&data=05%7C02%7CVicki.Evans%40northumberland.gov.uk%7C777e31692a544257462c08dc7a550dfe%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C638519752918112134%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C

&sdata=hQb2LGsdYXcWzGEbKalaRAB7vbqCkFJudNvJnuqrthU%3D&reserved=0

System used: PS Financials	
Owner	Ovingham C of E First School
Description	Accounting, purchasing, budgeting and reporting software.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • MIS ID • Email address <p>School</p> <ul style="list-style-type: none"> • Name • Purchase data • Accounting data • Sales data • Expense data • Payment data • VAT returns
Why is it being processed?	To provide the school with an online financial management system.
Who is data shared with?	VAT returns shared with HMRC

System used: Rising Stars (word blaze)	
Owner	Ovingham C of E First School
Description	Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured Workbanks Save planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources
Personal Data Items	<p>teacher</p> <ul style="list-style-type: none"> • Name • email <p>child</p> <ul style="list-style-type: none"> • Name <p>age</p> <ul style="list-style-type: none"> • Name

Why is it being processed?	https://www.hoddereducation.co.uk/privacynotice
Who is data shared with?	https://www.hoddereducation.co.uk/privacynotice

System used: Safeguarding Records - Electronic

Owner	Ovingham C of E First 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	Ovingham C of E First 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: School360	
Owner	Ovingham C of E First 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

	<ul style="list-style-type: none"> • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections <p>Staff</p> <ul style="list-style-type: none"> • Name • Staff Alternative e-mail address • Teacher pupil notes
Why is it being processed?	To facilitate setting up and access to the County learning platform - School360
Who is data shared with?	SIMs Wonde Frog Learning Just2easy Interactive Resources

System used: Scratch	
Owner	Ovingham C of E First School
Description	With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • • Age <p>Parent</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://scratch.mit.edu/privacy_policy
Who is data shared with?	https://scratch.mit.edu/privacy_policy

System used: SEND electronic records	
Owner	Ovingham C of E First School
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	Pupils

	<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	
Owner	Ovingham C of E First School
Description	Records relating to individual pupil's SEND history
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details

	<p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: Senso Cloud	
Owner	Ovingham C of E First School
Description	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal
Personal Data Items	<p>User</p> <ul style="list-style-type: none"> • Name • Marital status • Title • DOB • Gender • Address • Email Address • Telephone number
Why is it being processed?	For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation.
Who is data shared with?	External third parties - details and lawful basis all set out on website privacy notice.

System used: SIMS	
Owner	Ovingham C of E First 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	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

	<ul style="list-style-type: none"> • 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	Ovingham C of E First School
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
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

System used: Spelling Shed	
Owner	Ovingham C of E First School
Description	The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage.
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Age • Parent <ul style="list-style-type: none"> • Name • Contact Details
Why is it being processed?	https://www.edshed.com/en-gb/privacy
Who is data shared with?	https://www.edshed.com/en-gb/privacy

System used: STEM	
Owner	Ovingham C of E First School
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	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name <p>Age</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • 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: Tapestry	
Owner	Ovingham C of E First School
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name • Address • Email address and name of person who pays for service in school <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Notes on progress • Photographs • Videos • Address <p>Parent</p> <ul style="list-style-type: none"> • Name • email address <p>Staff</p> <ul style="list-style-type: none"> • Name

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

System used: Thrive	
Owner	Ovingham C of E First 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

Owner	Ovingham C of E First 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: Top Marks Spelling Games

Owner	Ovingham C of E First School
Description	Welcome to Topmarks Topmarks is a leading independent educational website for children, teaching professionals and parents. Topmarks gives children the opportunity to learn online, through safe, fun and engaging games and activities. We feature great, educationally sound online resources. Topmarks is a safe environment for children because we only include trustworthy, reliable educational content. A good place to start is our fun learning games area.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • Age <p>Parents</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.topmarks.co.uk/PrivacyPolicy
Who is data shared with?	https://www.topmarks.co.uk/PrivacyPolicy

System used: Twinkl

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Owner	Ovingham C of E First School
Description	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it.
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.twinkl.co.uk/legal
Who is data shared with?	https://www.twinkl.co.uk/legal

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

System used: White Rose Maths and Science	
Owner	Ovingham C of E First School
Description	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future

	for every child.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Email address • Payment details <p>Child</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address <p>Parent</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address •
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

System used: Y4 Multiplication Check	
Owner	Ovingham C of E First School
Description	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.
Personal Data Items	<p>child</p> <ul style="list-style-type: none"> • • Name
Why is it being processed?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance
Who is data shared with?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance

System used: Zoom	
Owner	Ovingham C of E First 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	Teacher <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust

System used: Groupcall	
Owner	Ovingham C of E First School
Description	Parent communication, permission and payment system. Links into SIMS to refresh pupil data and take off parent information .
Why is it being processed?	
Who is data shared with?	