



Framwellgate School Durham

GDPR Privacy Notice Summary Report

Date: 10/12/2023

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
Accessit	Library Services	
CCTV	CCTV	
ClassCharts - Edukey	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.	
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
CRB Cunninghams	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.	yes
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Hegarty Maths	Online Maths education resource	
IDstore -Catering	First and foremost, we're about delicious, nutritionally rich food: fresh, local, sustainably sourced, big flavour and huge variety. Food that students love to eat and that brings them through the door in droves, day after day; evidenced by our fantastic track record in improving sales. Food that promotes sharp, positive and energetic minds. Food that encourages healthy bodies, habits and attitudes for a lifetime	
Impact Catering System	As an Impact organisation we measure everything we do by the positive change we're making. That extends from the students, schools and communities in which we operate, to the planet as a whole. We proudly go	

	<p>way beyond the minimum requirements and operate a sustainable model that minimises packaging, food waste and energy consumption; developing composting programs and encouraging and increasing recycling in schools, front and back of house. Getting young people involved in these practices and educating them on their importance, gives us another chance to instil positive attitudes and habits for a lifetime.</p>	
Lightspeed Internet Filtering	<p>The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.</p>	
Mathletics _ online numeracy activities	<p>Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.</p>	
Microsoft Teams	<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>	
My Maths	<p>MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.</p>	
Office 365	<p>Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.</p>	

ParentPay	ParentPay is an online payment service for schools and families.	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Provision Map Writer - Edukey	Online provision map writing tool.	yes
Redstor	Data back up and storage	
Seneca Learning	4,500,000 students use Seneca to boost their grades at school and at home. We have interactive courses written by senior examiners for ages 8-18. Our free parent accounts let you monitor your child's progress on these courses whenever you like!	
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
Teachers2Parent	Parent/Staff/Other Text Messaging System	
UCAS	University Applications	
Weebly	Creates website & stores data in cloud	
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	

System used: Accessit	
Owner	Framwellgate School Durham
Description	Library Services
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • Lending History • Gender
Why is it being processed?	Library records
Who is data shared with?	Not Shared

System used: CCTV	
Owner	Framwellgate School Durham
Description	CCTV
Personal Data Items	Staff <ul style="list-style-type: none"> • Images Child <ul style="list-style-type: none"> • Images Visitor <ul style="list-style-type: none"> • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: ClassCharts - Edukey	
Owner	Framwellgate School Durham
Description	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Email address • Phone number • IP Address Pupil

	<ul style="list-style-type: none"> • Name • Photograph • Year • Class
Why is it being processed?	To provide access to the online tools in Classcharts
Who is data shared with?	Shared securely with staff in school

System used: CPOMS	
Owner	Framwellgate School Durham
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy <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: CRB Cunninghams	
Owner	Framwellgate School Durham
Description	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Registration group • Year • Date of birth • Gender • Free school meal eligibility • Admission number • Photograph • Biometric data (if used by school). <p>Staff</p> <ul style="list-style-type: none"> • Name • School • Address
Why is it being processed?	To provide users with access to the cashless payment system for school meals.
Who is data shared with?	Not shared

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

System used: Hegarty Maths	
Owner	Framwellgate School Durham
Description	Online Maths education resource
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • Gender • UPN • Class • School • Answers and results history [learning data] <p>Teacher</p> <ul style="list-style-type: none"> • Name • Email address • Job title

	<ul style="list-style-type: none"> • Phone number
Why is it being processed?	To allow learning through the Hegarty online education system and to improve this system through analysis of pupil performance data
Who is data shared with?	HegartyMaths staff; ? Support companies used by HegartyMaths and ? other third parties, if required by law

System used: IDstore -Catering	
Owner	Framwellgate School Durham
Description	First and foremost, we're about delicious, nutritionally rich food: fresh, local, sustainably sourced, big flavour and huge variety. Food that students love to eat and that brings them through the door in droves, day after day; evidenced by our fantastic track record in improving sales. Food that promotes sharp, positive and energetic minds. Food that encourages healthy bodies, habits and attitudes for a lifetime
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name • email address
Why is it being processed?	https://impactfood.co.uk/privacy-policy/
Who is data shared with?	https://impactfood.co.uk/privacy-policy/

System used: Impact Catering System	
Owner	Framwellgate School Durham
Description	As an Impact organisation we measure everything we do by the positive change we're making. That extends from the students, schools and communities in which we operate, to the planet as a whole. We proudly go way beyond the minimum requirements and operate a sustainable model that minimises packaging, food waste and energy consumption; developing composting programs and encouraging and increasing recycling in schools, front and back of house. Getting young people involved in these practices and educating them on their importance, gives us another chance to instil positive attitudes and habits for a lifetime.
Personal Data Items	staff <ul style="list-style-type: none"> • Name • email • telephone number
Why is it being processed?	https://impactfood.co.uk/privacy-policy/
Who is data shared with?	https://impactfood.co.uk/privacy-policy/

System used: Lightspeed Internet Filtering	

Owner	Framwellgate School Durham
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Name • Machine name • I/P address • URLs visited • School
Why is it being processed?	Statutory requirement to filter Internet services for school users
Who is data shared with?	School leadership, LSCB and police if serious incident occurs

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

System used: Microsoft Teams

Owner	Framwellgate School Durham
Description	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get 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
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://privacy.microsoft.com/en-us/privacystatement
Who is data shared with?	https://privacy.microsoft.com/en-us/privacystatement

System used: My Maths

Owner	Framwellgate School Durham
Description	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Gender • Year • Class

	<ul style="list-style-type: none"> • Performance data
Why is it being processed?	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
Who is data shared with?	Shared within school.

System used: Office 365	
Owner	Framwellgate School Durham
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: ParentPay	
Owner	Framwellgate School Durham
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

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

System used: Provision Map Writer - Edukey	
Owner	Framwellgate School Durham
Description	Online provision map writing tool.
Personal Data Items	Staff

	<ul style="list-style-type: none"> • Name • school • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes • Year • SEND details
Why is it being processed?	To provide teachers with an online tool for provision mapping for pupils with special educational needs and disabilities.
Who is data shared with?	Internally with staff.

System used: Redstor	
Owner	Framwellgate School Durham
Description	Data back up and storage
Personal Data Items	<p>Admin</p> <ul style="list-style-type: none"> • Name • Email • Phone number • Address
Why is it being processed?	To ensure school does not lose data
Who is data shared with?	Not shared unless required by law

System used: Seneca Learning	
Owner	Framwellgate School Durham
Description	4,500,000 students use Seneca to boost their grades at school and at home. We have interactive courses written by senior examiners for ages 8-18. Our free parent accounts let you monitor your child's progress on these courses whenever you like!
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • Age

Why is it being processed?	https://senecalearning.com/en-GB/privacy
Who is data shared with?	https://senecalearning.com/en-GB/privacy

System used: SIMS	
Owner	Framwellgate School Durham
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Address • Title • Gender • Class • Year • Parent/carer name • UPN • Dietary Requirements • Medical information • Attendance/exclusion • FSM • SEN • Assessment information • Child Protection Plan • School history • Looked After Information <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Title • Gender

	<ul style="list-style-type: none"> • DOB • NI Number • Ethnicity • Bank Account Information • Qualifications • Disability & Medical Information • Religion • Marital status • Language • Passport Information • Dietary requirements • Absences • Car information • Next of Kin • Payroll number • DBS Information
Why is it being processed?	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
Who is data shared with?	Parents

System used: Teachers2Parent	
Owner	Framwellgate School Durham
Description	Parent/Staff/Other Text Messaging System
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • Name • Registration group • Year group <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Primary telephone number • Secondary telephone number <p>Taxi driver</p> <ul style="list-style-type: none"> • Taxi drivers name • Taxi drivers telephone number <p>Taxi escort</p> <ul style="list-style-type: none"> • taxi escort name • Taxi escort telephone number

Why is it being processed?	To provide access to Communication tool for contact between school and parent/carer/staff/other
Who is data shared with?	School staff

System used: UCAS	
Owner	Framwellgate School Durham
Description	University Applications
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name • Predicted Grades • References <p>Teacher</p> <ul style="list-style-type: none"> • Name • email address
Why is it being processed?	To enable students to apply for university
Who is data shared with?	N/A

System used: Weebly	
Owner	Framwellgate School Durham
Description	Creates website & stores data in cloud
Personal Data Items	<p>School Manager for Weebly</p> <ul style="list-style-type: none"> • Name • Email • Phone • Payment method and details • User internet data such as browser type & geolocation <p>Website user</p> <ul style="list-style-type: none"> • Name - where the site is used for a transaction • User internet data such as browser type & geolocation
Why is it being processed?	
Who is data shared with?	Internet creators

System used: Wonde	
Owner	Framwellgate School Durham
Description	Manages transfer of data from Sims MIS to School360.

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

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