



# **Lowick and Holy Island CE First Schools GDPR Privacy Notice Summary Report**

**Date: 05/10/2024**

Data Protection Officer: Karen Carnaffin

## Introduction

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

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

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

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

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

## Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Adobe Creative Cloud Express [formerly Adobe Spark]	Creates videos & stores them	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Bikeability	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England	
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
Classroom Secrets	Classroom Secrets was founded by Claire and Ed Riley in 2013 after Claire took a supply role in a primary school. Being a trained secondary school teacher of performing arts, Claire was used to differentiating by outcome rather than by activity. When planning for her Year 4 class, she came across a problem – the activities and resources available did not allow all children in the same class to access them. Claire was used to providing the same activity for all children, with a choice of levels that would suit each child. And with that, the idea for Classroom Secrets was born... Based in Claire and Ed's hometown of Halifax, we have seen rapid growth since the spring of 2018. We now have over 50 employees working hard on a daily basis to bring you resources that help children learn and teachers reduce their workloads.	
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.	
Commando Joes	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.	yes
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
Covid-19 Lateral Flow Testing	About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff	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
Developing Experts	Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation,	

	handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child's progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home.	
Diagnostic questions	Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence.	
Dietary requirements information sheets	Required documents for specific children with severe allergies / intolerances and religious observations (food)	yes
Eco School The Pod	The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links.	
Eschools Website Provider	On-line school website building tool	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board	
Futures Cloud	Internet / Network monitoring and reporting tool	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Governance	Details of all members of the Governing Body	
Hamilton Trust	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	

	<p>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>	
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.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
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

Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
Micro Librarian	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data	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.	
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.	
Numbots- Maths Circle LTD	NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts.	
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.	
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]	
Purple Mash	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes



School meals identification	Identification of pupils for meals	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.	
Seesaw	Seesaw - Student driven digital portfolios and simple parent communication.	
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
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.	
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.	
SumDog	Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Teach your Monster to Read	Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn to read.	
Teachers2Parent	Parent/Staff/Other Text Messaging System	
The Headteacher Report	Here at The Headteacher's Report, our entire existence revolves around creating the most dynamic, professional and easy to understand reports for our Heads, CEOs and their Governors and trustees alike. We understand how many leadership hours it typically takes to produce a Headteacher's Report from scratch. With this in mind, we set ourselves the	

	challenge of making this process quicker, simpler and smarter, whilst producing beautifully presented reports. We live and breathe education, no problem is too big to solve and we chuck in a big slice of our family orientated small-business passion into every single report. We help make reporting to Governors and trustees that little bit easier so that you don't have to burn the midnight oil trying to finish your report.	
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
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.	
Typing Club	It is web based and highly effective. TypingClub is (and will always be) free for both individuals and schools. There is an optional paid school edition. Keep practicing each lesson until you get all five stars. It really doesn't take much to learn, a few minutes a day for one to two weeks and you will be a pro!	
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.

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

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

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

<b>System used: Adobe Creative Cloud Express [formerly Adobe Spark]</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Creates videos & stores them
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> <li>• technical info -IP address device</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School email</li> </ul>
<b>Why is it being processed?</b>	To allow use of system
<b>Who is data shared with?</b>	Contractors to provide service

<b>System used: Assessment Records</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Electronic and paper mark books
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Disadvantaged cohort</li> <li>• SEND Code</li> <li>• Key Stage 2 Assessment data</li> <li>• Internal Assessment Data</li> </ul>
<b>Why is it being processed?</b>	To track student achievement and report to parents
<b>Who is data shared with?</b>	Parents

<b>System used: Attendance file</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Attendance information about pupils and classes
<b>Personal Data Items</b>	<b>Pupil</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Gender</li> <li>• UPN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Parental contact</li> <li>• Ethnic origin</li> <li>• Current attendance</li> <li>• Past attendance</li> </ul>
<b>Why is it being processed?</b>	To regularly check pupil's attendance towards a desired goal
<b>Who is data shared with?</b>	EWO and other agencies as required / parents

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

System used: Bikeability	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England
<b>Why is it being processed?</b>	<a href="https://bikeability.org.uk/privacy-policy/">https://bikeability.org.uk/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://bikeability.org.uk/privacy-policy/">https://bikeability.org.uk/privacy-policy/</a>

System used: Charanga	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• email address</li> <li>• Mobile phone number</li> <li>• Pupils groups</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Assessment information</li> </ul>
<b>Why is it being processed?</b>	To provide online access to teaching and learning materials.
<b>Who is data shared with?</b>	Shared with partner company Soundation AB

System used: Child Protection Records - Electronic	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> <li>•</li> </ul>

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

<b>System used: Child Protection Records - Paper</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p>



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

<b>System used: Classroom Secrets</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Classroom Secrets was founded by Claire and Ed Riley in 2013 after Claire took a supply role in a primary school. Being a trained secondary school teacher of performing arts, Claire was used to differentiating by outcome rather than by activity. When planning for her Year 4 class, she came across a problem – the activities and resources available did not allow all children in the same class to access them. Claire was used to providing the same activity for all children, with a choice of levels that would suit each child. And with that, the idea for Classroom Secrets was born... Based in Claire and Ed's hometown of Halifax, we have seen rapid growth since the spring of 2018. We now have over 50 employees working hard on a daily basis to bring you resources that help children learn and teachers reduce their workloads.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>•</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://classroomsecrets.co.uk/privacy-policy/">https://classroomsecrets.co.uk/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://classroomsecrets.co.uk/privacy-policy/">https://classroomsecrets.co.uk/privacy-policy/</a>

**System used: CLPE**

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://clpe.org.uk/content/privacy-cookies">https://clpe.org.uk/content/privacy-cookies</a>
<b>Who is data shared with?</b>	<a href="https://clpe.org.uk/content/privacy-cookies">https://clpe.org.uk/content/privacy-cookies</a>

<b>System used: Commando Joes</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.
<b>Why is it being processed?</b>	To track the impact of the program on the children.
<b>Who is data shared with?</b>	<a href="https://commandojoes.co.uk/privacy-policy/">https://commandojoes.co.uk/privacy-policy/</a>

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

System used: Covid-19 Lateral Flow Testing

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Postcode</li> <li>• Test Result</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Telephone number</li> </ul>
<b>Why is it being processed?</b>	To support the national effort in the fight against Covid-19. Under instruction from the DfE and PHE.
<b>Who is data shared with?</b>	Public Health England

System used: CPOMS

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Details of incident</li> <li>• Admission Date</li> <li>• DOB</li> </ul>

	<ul style="list-style-type: none"> <li>• SEN, with status</li> <li>• Medical Conditions</li> <li>• UPN</li> <li>• Pupil Premium</li> <li>• Religion</li> <li>• EAL</li> <li>• LAC</li> <li>• Year Group</li> <li>• Ethnicity</li> <li>• First Language</li> <li>• Pregnancy</li> </ul> <p><b>Main contact</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone Number</li> </ul>
<b>Why is it being processed?</b>	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.
<b>Who is data shared with?</b>	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

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

System used: Developing Experts	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of

	over 650 interactive, online lessons with practical investigation, handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child's progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• In app assessments</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email address</li> <li>• Phone number</li> </ul>
<b>Why is it being processed?</b>	To provide online access to a wide range of teaching and learning materials for Staff, pupils and parents.
<b>Who is data shared with?</b>	Not shared

<b>System used: Diagnostic questions</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail address</li> <li>• Primary role</li> <li>• What you teach</li> </ul>

	<b>Pupils</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Unique classroom id (generated by teacher)</li> </ul>
<b>Why is it being processed?</b>	To provide online access for teachers and pupils to a variety of teaching and learning materials.
<b>Who is data shared with?</b>	Not Shared

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

System used: Eco School The Pod	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	The Pod is an interactive website and educational platform for teachers, community group leaders and children. It offers free lesson plans, practical activities, assemblies, films, games and information, all with cross-curricular links.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Class</li> <li>• Groups</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Year</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	To provide access to a range of online materials for staff and pupils.
<b>Who is data shared with?</b>	Not shared

System used: Eschools Website Provider

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

System used: EVOLVE visits

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Location data</li> <li>• Qualifications</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• UPN</li> </ul>
<b>Why is it being processed?</b>	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.
<b>Who is data shared with?</b>	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Examination Boards administration

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Unique Candidate identifier</li> <li>• Unique Learner Number</li> <li>• Legal Name</li> <li>• Coursework marks</li> <li>• Forecast grades</li> </ul>
<b>Why is it being processed?</b>	Exam entry and issuing of qualifications
<b>Who is data shared with?</b>	Examination Board

System used: Futures Cloud

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

System used: Google drive for education

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
<b>Personal Data Items</b>	<b>Staff</b>



	<ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gmail address</li> </ul>
<b>Why is it being processed?</b>	To provide Google drive for education to staff, pupils and governors.
<b>Who is data shared with?</b>	Staff and Pupils

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

<b>System used: Hamilton Trust</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	<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</p>

	<p>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>
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> </ul> <p><b>name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• year group</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/">https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/">https://www.hamilton-trust.org.uk/terms-and-conditions/privacy-policy/</a>

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

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

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

System used: Language Angels	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul>
<b>Why is it being processed?</b>	Language_Angels_Home_School_Terms_&_Conditions.pdf
<b>Who is data shared with?</b>	Language_Angels_Home_School_Terms_&_Conditions.pdf

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

<b>System used: Local Authority moderation of work</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Initials</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Initials</li> <li>• Gender</li> <li>• Unique pupil number (UPN)</li> </ul>
<b>Why is it being processed?</b>	As part of the statutory? requires for assessment and moderation in schools
<b>Who is data shared with?</b>	Other NCC staff

<b>System used: Looked After Children Records - Electronic</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Information relating to children who are in Looked After Care
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After
<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving school

System used: Looked After Children Records - Paper

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Information relating to children who are Looked After
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> <li>•</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After
<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving School

System used: Medical Files - Electronic

<b>Owner</b>	Lowick and Holy Island CE First Schools

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

<b>System used: Medical Files - Paper</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Information in respect of specific medical needs of an individual student
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education
<b>Who is data shared with?</b>	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

<b>System used: Medical log</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	File of medical information for each child: asthma, medication administered, health care plans, risk assessments
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Inhaler / medication information (doseage)</li> <li>• DOB</li> <li>• Class</li> <li>• Medical condition</li> <li>• Signs and symptoms</li> <li>• Treatment</li> <li>• Parental consent</li> <li>• Name of medication and dose</li> <li>• Side effects</li> <li>• Storage requirements</li> <li>• Special equipment</li> <li>• Testing needed</li> <li>• Access to food drink</li> <li>• Dietary requirement</li> <li>• Staff support</li> <li>• Contingency arrangements</li> <li>• Family / emergency contacts</li> <li>• Hazard</li> <li>• Risk</li> <li>• Control measures / risk evaluation</li> </ul>
<b>Why is it being processed?</b>	Health and safety of child



<b>Who is data shared with?</b>	Staff, NCC and NHS professionals
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System used: Micro Librarian	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• email</li> <li>• Biometric data (if used)</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Biometric data (if used)</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul>
<b>Why is it being processed?</b>	To provide online access to a range of library and literacy tools.
<b>Who is data shared with?</b>	N/A

System used: Microsoft Teams	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even

	blur your background
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>
<b>Who is data shared with?</b>	<a href="https://privacy.microsoft.com/en-us/privacystatement">https://privacy.microsoft.com/en-us/privacystatement</a>

<b>System used: MS Office Suite</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To provide OneDrive for education to staff, pupils and governors.
<b>Who is data shared with?</b>	N/A

<b>System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• School</li> </ul>

<b>Why is it being processed?</b>	To provide access to the wide range of resources available online.
<b>Who is data shared with?</b>	Tribal and school staff.

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

System used: Northumberland School Readiness Passport	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Date of Birth</li> <li>• Unique Identifier</li> <li>• PP Information</li> <li>• Entitlement of hours</li> <li>• Special Needs Information</li> <li>• Development Progress</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	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.
<b>Who is data shared with?</b>	<a href="https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf">https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf</a>

System used: Numbots- Maths Circle LTD

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• Maths Class</li> </ul> <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email Address</li> </ul>
<b>Why is it being processed?</b>	<a href="https://trockstars.com/page/privacy">https://trockstars.com/page/privacy</a>
<b>Who is data shared with?</b>	<a href="https://trockstars.com/page/privacy">https://trockstars.com/page/privacy</a>

System used: Nursery (Early Years) files

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Early years registration information and funding information for Early Years entitlement, hours taken each week
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Documents seen / recorded</li> <li>• Parents Nat. Insurance Number</li> <li>• Eligibility code</li> <li>• Religion</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Parent work details</li> <li>• Emergency contact details</li> <li>• Former placements</li> <li>• Medical information</li> <li>• Ethnic origin</li> <li>• SEN information</li> <li>• EAL</li> <li>• Armed forces</li> </ul>

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

System used: Oak Academy	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>
<b>Who is data shared with?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>

System used: ParentPay	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	ParentPay is an online payment service for schools and families.
<b>Personal Data Items</b>	<p><b>staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Groups</li> <li>• Dietary requirements</li> <li>• Postal address</li> <li>• UPN</li> </ul>

	<ul style="list-style-type: none"> <li>• Roll number</li> <li>• Meal selections and history</li> <li>• Emergency contact information</li> <li>• Medical details</li> <li>• EHIC</li> <li>• Doctors contact</li> <li>• Passport</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Address</li> <li>• Phone number</li> <li>• Email</li> <li>• Payment history &amp; balance</li> <li>• Payment card details</li> </ul>
<b>Why is it being processed?</b>	To provide parents with an online payment system for meals, school trips and other activities/resources.
<b>Who is data shared with?</b>	School staff

<b>System used: Performance Management</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Staff appraisals
<b>Why is it being processed?</b>	To assist SLT in reviewing performance
<b>Who is data shared with?</b>	Staff member

<b>System used: Personnel files</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Information relating to staff employment
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• National Insurance Number</li> <li>• Qualifications</li> <li>• DOB</li> <li>• Contract</li> <li>• Payroll no.</li> <li>• Employment history</li> <li>• References</li> <li>• Leave of absence</li> <li>• DBS checked</li> </ul>

<b>Why is it being processed?</b>	Necessary for employment
<b>Who is data shared with?</b>	NCC and/or HR provider and/or Payroll provider

System used: Photographs and videos of staff and pupils.	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Video</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photograph (unnamed)</li> <li>• Video (unnamed)</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> </ul>
<b>Why is it being processed?</b>	To celebrate the life and work of the school.
<b>Who is data shared with?</b>	The public

System used: PIRA - Rising stars (Wordblaze)	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• email address</li> <li>• Telephone number</li> </ul> <p><b>Pupil</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Ethnic origin</li> <li>• First Language</li> <li>• Unique pupil number</li> <li>• Pupil premium information</li> <li>• Assessment results</li> </ul>
<b>Why is it being processed?</b>	To provide access to a range of Rising stars resources including PIRA for standardised reading tests.
<b>Who is data shared with?</b>	Staff

System used: Places Leisure (formerly Active Northumberland Swimming Lessons)	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Tracks pupil progress in swimming [especially useful in 3 tier system]
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• School ID</li> <li>• UPN</li> <li>• Medical issues pertinent to swimming lessons</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	<a href="https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placesleisure.org%2Ffind-centre%2F&amp;data=05%7C02%7CVicki.Evans%40northumberland.gov.uk%7C777e31692a544257462c08dc7a550dfe%7Cbb13a9de829042f0a980dc3bdf70f40%7C0%7C0%7C638519752918112134%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&amp;sdata=hQb2LGsdYXcWzGEbKalaRAB7vbqCkFJudNvJnuqrHU%3D&amp;reserved=0">https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placesleisure.org%2Ffind-centre%2F&amp;data=05%7C02%7CVicki.Evans%40northumberland.gov.uk%7C777e31692a544257462c08dc7a550dfe%7Cbb13a9de829042f0a980dc3bdf70f40%7C0%7C0%7C638519752918112134%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&amp;sdata=hQb2LGsdYXcWzGEbKalaRAB7vbqCkFJudNvJnuqrHU%3D&amp;reserved=0</a>

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



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

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

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

<b>System used: Registers</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Daily register, after school club registers, lunch register

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

<b>System used: Safeguarding Records - Electronic</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Records relating to safeguarding of children
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement

<b>Who is data shared with?</b>	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police
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**System used: Safeguarding Records - Paper**

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

**System used: School meals identification**

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Identification of pupils for meals

<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Dietary requirement</li> </ul>
<b>Why is it being processed?</b>	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
<b>Who is data shared with?</b>	Not shared

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

<b>System used: Scratch</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b>

	<ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>• Age</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>
<b>Who is data shared with?</b>	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a>

<b>System used: Seesaw</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Seesaw - Student driven digital portfolios and simple parent communication.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Year</li> <li>• Classes</li> </ul>
<b>Why is it being processed?</b>	To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios.
<b>Who is data shared with?</b>	Not shared

<b>System used: SEND electronic records</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Records relating to Special Educational Needs and Disability for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> </ul>

	<ul style="list-style-type: none"> <li>• Educational Needs</li> <li>• SEND History</li> </ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure appropriate levels of support for the student in relation SEND needs
<b>Who is data shared with?</b>	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

<b>System used: Send Paper Records</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Records relating to individual pupil's SEND history
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date Of Birth</li> <li>• Address</li> <li>• Medical Information</li> <li>• Health &amp; Social Care</li> <li>• Specific Educational Needs</li> <li>• Interventions In Place</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul>

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

<b>System used: SIMS</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Title</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• UPN</li> <li>• Dietary Requirements</li> <li>• Medical information</li> <li>• Attendance/exclusion</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment information</li> <li>• Child Protection Plan</li> <li>• School history</li> <li>• Looked After Information</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• email address</li> <li>• Gender</li> <li>• Title</li> <li>• DOB</li> <li>• Parental responsibility</li> <li>• Language</li> <li>• Occupation</li> </ul>

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

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

<b>System used: STEM</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Age</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>
<b>Who is data shared with?</b>	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>

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

System used: Tapestry	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	An online journal recording all the learning and fun of children's early years education.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> </ul>

	<ul style="list-style-type: none"> <li>Email address and name of person who pays for service in school</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Date of birth</li> <li>Notes on progress</li> <li>Photographs</li> <li>Videos</li> <li>Address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Email address</li> </ul>
<b>Why is it being processed?</b>	To provide access to an online early years journal which records pupil activity and progress throughout the year.
<b>Who is data shared with?</b>	The child's? new school if it uses Tapestry.

<b>System used: Teach your Monster to Read</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn to read.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>gender</li> <li>Age</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>email address</li> </ul>
<b>Why is it being processed?</b>	To provide pupil access to the online resources.
<b>Who is data shared with?</b>	School staff

<b>System used: Teachers2Parent</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Parent/Staff/Other Text Messaging System
<b>Personal Data Items</b>	<b>Staff</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Registration group</li> <li>• Year group</li> </ul> <p><b>Parent/Carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Primary telephone number</li> <li>• Secondary telephone number</li> </ul> <p><b>Taxi driver</b></p> <ul style="list-style-type: none"> <li>• Taxi drivers name</li> <li>• Taxi drivers telephone number</li> </ul> <p><b>Taxi escort</b></p> <ul style="list-style-type: none"> <li>• taxi escort name</li> <li>• Taxi escort telephone number</li> </ul>
<b>Why is it being processed?</b>	To provide access to Communication tool for contact between school and parent/carers/staff/other
<b>Who is data shared with?</b>	School staff

<b>System used: The Headteacher Report</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Here at The Headteacher's Report, our entire existence revolves around creating the most dynamic, professional and easy to understand reports for our Heads, CEOs and their Governors and trustees alike. We understand how many leadership hours it typically takes to produce a Headteacher's Report from scratch. With this in mind, we set ourselves the challenge of making this process quicker, simpler and smarter, whilst producing beautifully presented reports. We live and breathe education, no problem is too big to solve and we chuck in a big slice of our family orientated small-business passion into every single report. We help make reporting to Governors and trustees that little bit easier so that you don't have to burn the midnight oil trying to finish your report.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://theheadteachersreport.com/data-protection-privacy-policy/">https://theheadteachersreport.com/data-protection-privacy-policy/</a>

<b>Who is data shared with?</b>	<a href="https://theheadteachersreport.com/data-protection-privacy-policy/">https://theheadteachersreport.com/data-protection-privacy-policy/</a>
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System used: Thrive	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Social and Emotional Screening Programme
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	Social & emotional development tracking
<b>Who is data shared with?</b>	School staff

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

System used: Twinkl	
<b>Owner</b>	Lowick and Holy Island CE First Schools

<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>
<b>Who is data shared with?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>

<b>System used: Typing Club</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	It is web based and highly effective. TypingClub is (and will always be) free for both individuals and schools. There is an optional paid school edition. Keep practicing each lesson until you get all five stars. It really doesn't take much to learn, a few minutes a day for one to two weeks and you will be a pro!
<b>Personal Data Items</b>	<b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.typingclub.com/privacy.html">https://www.typingclub.com/privacy.html</a>
<b>Who is data shared with?</b>	<a href="https://www.typingclub.com/privacy.html">https://www.typingclub.com/privacy.html</a>

<b>System used: Visitor book</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	Log of all visitors into school / fire regulations
<b>Personal Data Items</b>	<b>Visitor</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date and time</li> <li>• Car registration</li> <li>• Purpose of visit</li> <li>• Company</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	Safeguarding, health and safety, fire regulations

<b>Who is data shared with?</b>	School staff, visitors
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**System used: White Rose Maths and Science**

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>

**System used: Y4 Multiplication Check**

<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.

<b>Personal Data Items</b>	<b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>

<b>System used: Zoom</b>	
<b>Owner</b>	Lowick and Holy Island CE First Schools
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://zoom.us/trust">https://zoom.us/trust</a>
<b>Who is data shared with?</b>	<a href="https://zoom.us/trust">https://zoom.us/trust</a>