

## Wylam First School GDPR Privacy Notice Summary Report Date: 22/10/2025

Data Protection Officer: Karen Carnaffin

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## Introduction

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

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

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

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

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

## **Systems included in this report**

| System Name          | Description  | Special Category |
|----------------------|--|------------------|
| Academy BPS          | Budget Planning Software (BPS) for budget setting and monitoring. Part of the Core Financial Support Package provided by Schools Financial Services.   |                  |
| Accident book        | Log of accidents / minor injuries in school  |                  |
| Accident Report Form | ACC1 form for reporting accidents to NCC   |                  |
| Assessment Records   | Electronic and paper mark books  |                  |
| Attendance file      | Attendance information about pupils and classes  | yes              |
| BBC Bitesize         | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams   |                  |
| Black and Banton     | Black and Banton is one of the North East of England's leading providers of occupational and physical health services. Established in 2001 we have experienced strong growth each year based on our successful focus on our client's needs, many of whom we've partnered for more than ten years. They include leading names across a wide range of sectors including oil & gas, manufacturing, chemical, pharmaceutical, transport, housing, construction and demolition industry. We also private clients with health services, including sports injury treatment, shoulder, back and joint pain programmes, vaccinations, massage and pilates. Our approach is simple. We provide the highest level of bespoke occupational and physical health services, cost effectively and efficiently both empathetically and at times and locations to suit our clients | yes              |
| Book Creator         | Allows pupils to write books and store them in an online library   |                  |
| Bromcom              | To provide the best MIS and finance solution for all   | yes              |

|  | schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.  |     |
|--|---|-----|
| Busy Things                              | Online games & activities for learning  |     |
| Canva                                    | Canva is an online design and publishing tool   |     |
| Charanga                                 | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning  |     |
| Child Protection Records -<br>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 |
| 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 |
| CPOMS                                    | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes |
| Data tracking spreadsheets               | Spreadhseets (excel) to track progress of children over the course of their school career.  | yes |
| Debbie Judd HR                           | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able  |     |

|   | schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. |     |
|---|--|-----|
| DFE-Census and workforce<br>Census      | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.   |     |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)  | yes |
| 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.   |     |
| Ed Shed                                 | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for  |     |

|                            | teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools  |  |
|----------------------------|--|--|
| ELibrary by Wheelers Books | We create a beautiful, customised eLibrary for your school, brimming with amazing titles Our selectors maintain the shared collections, suited to your school's student year groups. Leading international titles are combined with the best of local content. You are in full control and can add new titles (400,000+ to choose from), age restrict or disable titles as required. We use your school's 'single sign-on' to so it's simple for your students, to find and enjoy your huge digital collection |  |
| Eschools Website Provider  | On-line school website building tool   |  |
| EVOLVE visits              | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.   |  |
| Futures Cloud              | Internet / Network monitoring and reporting tool   |  |
| Google Classroom           | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.   |  |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.  |  |
| Google Meet                | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat   |  |
| Governance                 | Details of all members of the Governing Body   |  |
| Health & Safety            | Records pertaining to Health & Safety  |  |
| Huggg                      | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.  |  |
| Jump- Website Provider     | User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication  |  |
| Just2easy                  | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.   |  |
| Kahoot                     | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning   |  |

|                               | Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online.  |  |
|-------------------------------|--|--|
| Language Angels               | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. |  |
| Letter join                   | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.  |  |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.  |  |
| LItFilmFest                   | We create classroom projects which help schools future-proof young learners. Our award winning resource accelerate progress in English and develop leaders of the future with the 21st century skills needed for success. Our process is simple: Choose a LitFilmFest literacy project matched to the National Curriculum Download the resources and teach, improving writing progress and increasing pupil engagement using video making Share your literacy with your community, and with us, to give writing purpose  |  |
| Little Wandle                 | Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts.   |  |

| Local Authority moderation of work                                    | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.   |     |
|---|--|-----|
| Looked After Children Records - Electronic                            | Information relating to children who are in Looked After Care  | yes |
| Looked After Children Records - Paper                                 | Information relating to children who are Looked After  | yes |
| Loom  | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live.  |     |
| Medical Files - Electronic  | Information in respect of specific medical needs of an individual student  | yes |
| Medical Files - Paper   | Information in respect of specific medical needs of an individual student  | yes |
| Medical log   | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments  | yes |
| Microsoft Teams  National Centre for Excellence                       | 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 |     |
| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the   |     |

|   | rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.   |     |
|---|---|-----|
| National Tutoring Programme (NTP)           | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.  | yes |
| Nereo (Matrix)                              | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland.  NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |     |
| NFER  | Assessment materials, reading test and pupil progress data  |     |
| Northumberland School<br>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 Acadamy                                 | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.   |     |
| Oxford Owls                                 | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds   |     |
| Padlet                                      | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.   |     |

| Parent mail                                 | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events  |     |
|---|---|-----|
| ParentPay                                   | ParentPay is an online payment service for schools and families.  | yes |
| Parents Evening Booking<br>System           | Online booking system for parents evenings and other school events.   |     |
| Personnel files                             | Information relating to staff employment  |     |
| Phonics play                                | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn   |     |
| 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 |
| PS Financials                               | Accounting, purchasing, budgeting and reporting software.   |     |
| RealSmart                                   | Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!   |     |
| Recruitment information                     | Part of the job application process   | yes |
| Registers                                   | Daily register, after school club registers, lunch register   |     |
| Rising Stars (word blaze)                   | Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources |     |
| Safeguarding Records -<br>Electronic        | Records relating to safeguarding of children  | yes |
| Safeguarding Records - Paper                | Records relating to safeguarding of children  | yes |
| School360                                   | Learning platform for Northumberland schools with links to 3rd party educational resource providers.  | yes |

| Scratch                                   | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.  |     |
|---|--|-----|
| SEND electronic records                   | Records relating to Special Educational Needs and Disability for individual pupils   | yes |
| Send Paper Records                        | Records relating to individual pupil's SEND history  | yes |
| Senso Cloud                               | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal  |     |
| SIMS                                      | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.   | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement.  |     |
| Tapestry                                  | An online journal recording all the learning and fun of children's early years education.  |     |
| The National College                      | A provider of online training for staff & governors  |     |
| 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. |     |
| Vimeo                                     | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Adfree videos. Password protection. 8K 360 uploads. Customizable player   |     |
| 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  | yes |

|                                | 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 indepth 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. |     |
|--------------------------------|---|-----|
| Wonde                          | Manages transfer of data from Sims MIS to School360.  | yes |
| Word Wall                      | The easy way to create your own teaching resources.  Make custom activities for your classroom. Quizzes, match ups, word games, and much more   |     |
| 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.  |     |
| Pupil Assessment               | Pupil assessment data   | yes |
| Recruitment                    | Recruitment process for new employees   |     |
| Safeguarding                   | Safeguarding documentation/records  |     |
| SAS (Schools Advisory Service) | Staff absence insurance   |     |

| System used: Academy BPS   |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Budget Planning Software (BPS) for budget setting and monitoring. Part of the Core Financial Support Package provided by Schools Financial Services.                                       |
| Personal Data Items        | <ul><li>staff</li><li>Name</li><li>Salary</li><li>National insurance number</li></ul>  |
| Why is it being processed? | To enable school financial management  |
| Who is data shared with?   | Save as set out above customer personal data is not, and will not be, shared with any other third parties without the customer's prior written consent. https://orovia.com/privacy-policy/ |

| System used: Accident book |   |
|----------------------------|---|
| Owner                      | Wylam First School                          |
| Description                | Log of accidents / minor injuries in school |
| Personal Data Items        | Pupil  Name class Injury first aid          |
| Why is it being processed? | To record injuries in school                |
| Who is data shared with?   | Parents                                     |

| System used: Accident Report Form |  |
|-----------------------------------|--|
| Owner                             | Wylam First School   |
| Description                       | ACC1 form for reporting accidents to NCC   |
| Personal Data Items               | Pupil  Name DOB Gender Address Telephone number Date and time of accident nature of injury Place of accident First aid |

|                            | <ul> <li>Circumstances</li> <li>Action taken</li> <li>Witness information</li> <li>Staff member</li> </ul>  |
|----------------------------|---|
|                            | <ul> <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> |
| Why is it being processed? | Statutory obligations to comply with Health and Safety regulations.   |
| Who is data shared with?   | NCC / parents   |

| System used: Assessment Records |  |
|---------------------------------|--|
| Owner                           | Wylam First School   |
| Description                     | Electronic and paper mark books  |
| Personal Data Items             | <ul> <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> |
| Why is it being processed?      | To track student achievement and report to parents   |
| Who is data shared with?        | Parents  |

| System used: Attendance file |   |
|------------------------------|---|
| Owner                        | Wylam First School                              |
| Description                  | Attendance information about pupils and classes |
| Personal Data Items          | Pupil   |
|                              | <ul><li>Name</li><li>DOB</li></ul>              |

|                            | <ul> <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> |
|----------------------------|---|
| Why is it being processed? | To regularly check pupil's attendance towards a desired goal  |
| Who is data shared with?   | EWO and other agencies as required / parents  |

| System used: BBC Bitesize  |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| Personal Data Items        | teacher  Name email address  child  Name Age Year group  |
| Why is it being processed? | https://www.bbc.co.uk/usingthebbc/privacy/   |
| Who is data shared with?   | https://www.bbc.co.uk/usingthebbc/privacy/   |

| System used: Black and Banton |   |
|-------------------------------|---|
| Owner                         | Wylam First School  |
| Description                   | Black and Banton is one of the North East of England's leading providers of occupational and physical health services. Established in 2001 we have experienced strong growth each year based on our successful focus on our client's needs, many of whom we've partnered for more than ten years. They include leading names across a wide range of sectors |

|                            | including oil & gas, manufacturing, chemical, pharmaceutical, transport, housing, construction and demolition industry. We also private clients with health services, including sports injury treatment, shoulder, back and joint pain programmes, vaccinations, massage and pilates. Our approach is simple. We provide the highest level of bespoke occupational and physical health services, cost effectively and efficiently both empathetically and at times and locations to suit our clients |
|----------------------------|--|
| Personal Data Items        | Name     all employment details  |
| Why is it being processed? | Staff wellbeing and to allow investiggtion of any health problems for school HR processes  |
| Who is data shared with?   | Staff and those who staff may nominate e.g. professional association. HR provider  |

| System used: Book Creator  |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Allows pupils to write books and store them in an online library  |
| Personal Data Items        | Name     email     profile picture from schools 360 [used to sign in]     Technical data -Type of device IP  Pupil  Name Pupil's [school] email   |
| Why is it being processed? | To allow use of the system  |
| Who is data shared with?   | With third party service providers, such as hosting providers or an email service, so that they can provide services to us. In cases where we share student personal data with these third parties they will be obligated to comply with the commitments in this policy. We maintain a list of these third party service providers; |

| System used: Bromcom |   |
|----------------------|---|
| Owner                | Wylam First School  |
| Description          | To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute. |

| Personal Data Items        | Pupil  |
|----------------------------|--|
|                            | <ul> <li>Name</li> <li>DOB</li> <li>Address</li> <li>Title</li> <li>Gender</li> <li>Class</li> <li>Year</li> <li>Parent/carer name and contact details</li> <li>UPN</li> <li>Dietary Requirements</li> <li>Medical Information</li> <li>Attendance/exclusion</li> <li>FSM</li> <li>SEN</li> <li>EAL &amp; First Language</li> <li>Assessment Information</li> <li>Pupil Premium</li> <li>Child Protection Plan</li> <li>School history</li> <li>Looked After information</li> <li>Ethnicity</li> <li>Religion</li> </ul> |
|                            | Staff  |
|                            | <ul> <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 and Medical Information</li> <li>Religion</li> <li>Martial 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>  |
| Why is it being processed? | https://bromcom.com/privacy-policy/  |
| Who is data shared with?   | https://bromcom.com/privacy-policy/  |

| System used: Busy Things   |   |
|----------------------------|---|
| Owner                      | Wylam First School                          |
| Description                | Online games & activities for learning      |
| Personal Data Items        | Taecher      Name     email  Pupil     Name |
| Why is it being processed? | To allow use of the system                  |
| Who is data shared with?   | Not Shared                                  |

| System used: Canva         |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Canva is an online design and publishing tool  |
| Personal Data Items        | Pacher  Name date of birth email phone number school analytics data usage data including device & location  Student  Name class school email analytics data usage data including device & location |
| Why is it being processed? | To allow use of Canva resources and to improve Canva service to users  |
| Who is data shared with?   | Third party companies to provide service   |

| System used: Charanga |  |
|-----------------------|--|
| Owner                 | Wylam First School   |
| Description           | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, |

|                            | instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
|----------------------------|---|
| Personal Data Items        | Staff  Name School email address Mobile phone umber Pupils groups  Pupil  Name School Assessment information      |
| Why is it being processed? | To provide online access to teaching and learning materials.  |
| Who is data shared with?   | Shared with partner company Soundation AB   |

| System used: Child Protection Recor | System used: Child Protection Records - Electronic   |  |
|-------------------------------------|--|--|
| Owner                               | Wylam First School   |  |
| Description                         | Records relating to child protection issues for individual pupils  |  |
| Personal Data Items                 | Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions  Parents  Name Address Contact Details  Staff  Name Position  Social Care Worker  Address Contact Details |  |

|                            | <ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>                                     |
|----------------------------|--|
| Why is it being processed? | Statutory obligations and to support educational entitlement   |
| Who is data shared with?   | Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| Owner  Wylam First School  Records relating to child protection issues for individual pupils  Pupils  Name  Name  Name  Social Care Status Educational needs Contact Details  Staff  Name Name Name Contact Details  Staff  Name Contact Details  External Support Workers  Name Address Corpanisation Position  Address Corpanisation Position Address Corpanisation Address Contact Details   | System used: Child Protection Records - Paper |   |
|---|---|---|
| Pupils  Name Date of Birth Address Health Needs Social Care Status Educational needs Child Protection Plan/Actions  Parents/Carers Name Address Contact Details  Staff Name Position  Social Care Worker Name Address Contact Details  External Support Workers Name Organisation Position Address Address  | Owner   | Wylam First School  |
| <ul> <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> Parents/Carers <ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul> Staff <ul> <li>Name</li> <li>Position</li> </ul> Social Care Worker <ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul> External Support Workers <ul> <li>Name</li> <li>Organisation</li> <li>Position</li> </ul> Address <ul> <li>Address</li> </ul> | Description                                   | Records relating to child protection issues for individual pupils   |
| CONTACT DETAILS   | -   | Pupils  Name  Date of Birth Address Health Needs Social Care Status Educational needs Child Protection Plan/Actions  Parents/Carers  Name Address Contact Details  Staff  Name Position  Social Care Worker  Name Address Contact Details  External Support Workers  Name Organisation Position |

| Why is it being processed? | Statutory obligations and to support educational entitlement  |
|----------------------------|---|
| Who is data shared with?   | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| System used: Commando Joes |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | 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. |
| Why is it being processed? | To track the impact of the program on the children.  |
| Who is data shared with?   | https://commandojoes.co.uk/privacy-policy/   |

| System used: Consent for educational visits |   |
|---|---|
| Owner                                       | Wylam First School  |
| Description                                 | Consent information for all educational visits including day trips and residential visits           |
| Personal Data Items                         | Pupil  Name DOB Health conditions Medication Dietary requirements Contact information Family doctor |
| Why is it being processed?                  | To ensure school has up to date information when taking children off site                           |
| Who is data shared with?                    | NCC or medical practitioners / providers  |

| System used: CPOMS |   |
|--------------------|---|
| Owner              | Wylam First School  |
| Description        | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of |

|                            | administration.  |
|----------------------------|--|
| Personal Data Items        | Pupil  Name Class Details of incident Admission Date DOB SEN, with status Medical Conditions UPN Pupil Premium Religion EAL LAC Year Group Ethnicity First Language Pregnancy  Main contact  Name Telephone Number |
| Why is it being processed? | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.                             |
| Who is data shared with?   | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.  |

| System used: Data tracking spread | dsheets   |
|-----------------------------------|---|
| Owner                             | Wylam First School  |
| Description                       | Spreadhseets (excel) to track progress of children over the course of their school career.  |
| Personal Data Items               | <ul> <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> |
| Why is it being processed?        | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements                         |
| Who is data shared with?          | Different elemetrs of data are shared with different parties including: other staff, Governors and parents                                      |

| System used: Debbie Judd HR |   |
|-----------------------------|---|
| Owner                       | Wylam First School  |
| Description                 | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. |
| Personal Data Items         | • Name  |
|                             | All staff employment details  |
| Why is it being processed?  | https://debbiejuddhr.co.uk/about-us/  |
| Who is data shared with?    | https://debbiejuddhr.co.uk/about-us/  |

| System used: DFE-Census and workforce Census |  |
|--|--|
| Owner  | Wylam First School   |
| Description                                  | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| Personal Data Items                          | Staff  • Name  |
| Why is it being processed?                   | https://www.gov.uk/help/privacy-notice   |

| Who is data shared with? https://www.gov.uk/help/privacy | v-notice |
|--|----------|
|--|----------|

| System used: Dietary requirements information sheets |   |
|--|---|
| Owner  | Wylam First School  |
| Description  | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| Personal Data Items                                  | Pupil  Name DOB Dietary information   |
| Why is it being processed?                           | Health and safety - to avoid children coming into contact with specific foods                                   |
| Who is data shared with?                             | n/a   |

| System used: Eco School The Pod |  |
|---------------------------------|--|
| Owner                           | Wylam First School   |
| Description                     | 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. |
| Personal Data Items             | Staff  Name School Class Groups  Pupil  Name School Year Class   |
| Why is it being processed?      | To provide access to a range of online materials for staff and pupils.   |
| Who is data shared with?        | Not shared   |

| System used: Ed Shed |   |
|----------------------|---|
| Owner                | Wylam First School  |
| Description          | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The |

|                            | Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools |
|----------------------------|---|
| Personal Data Items        | Teacher   |
|                            | Name  |
|                            | Child   |
|                            | Name  |
| Why is it being processed? | https://www.edshed.com/en-gb/privacy  |
| Who is data shared with?   | https://www.edshed.com/en-gb/privacy  |

| System used: ELibrary by Wheelers Books |  |
|---|--|
| Owner                                   | Wylam First School   |
| Description                             | We create a beautiful, customised eLibrary for your school, brimming with amazing titles Our selectors maintain the shared collections, suited to your school's student year groups. Leading international titles are combined with the best of local content. You are in full control and can add new titles (400,000+ to choose from), age restrict or disable titles as required. We use your school's 'single sign-on' to so it's simple for your students, to find and enjoy your huge digital collection |
| Personal Data Items                     | Teacher  • Name  Child  • Name • age   |
| Why is it being processed?              | https://www.eplatform.co/us/privacy-policy/  |
| Who is data shared with?                | https://www.eplatform.co/us/privacy-policy/  |

| System used: Eschools Website Provider |   |
|--|---|
| Owner                                  | Wylam First School  |
| Description                            | On-line school website building tool  |
| Personal Data Items                    | <ul> <li>School Information</li> <li>Name</li> <li>Address</li> <li>Contact information</li> <li>Class names</li> </ul> |

|                            | <ul> <li>Staff names</li> <li>Governor names</li> <li>Year group information (planning, homework)</li> <li>Newsletters</li> </ul> Pupil <ul> <li>Photographs</li> <li>•</li> </ul> |
|----------------------------|--|
| Why is it being processed? | To inform parents and the wider community about the life of the school   |
| Who is data shared with?   | The general public eschools is a public facing website   |

| System used: EVOLVE visits |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.  |
| Personal Data Items        | Name e-mail address IP address Location data Qualifications  Pupil  Name Date of Birth UPN  |
| Why is it being processed? | To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.                                 |
| Who is data shared with?   | 'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.' |

| System used: Futures Cloud |  |
|----------------------------|--|
| Owner                      | Wylam First School                               |
| Description                | Internet / Network monitoring and reporting tool |
| Personal Data Items        | Pupil  |
|                            | Name     I/P address                             |

|                            | <ul> <li>URL's visited</li> <li>Teacher</li> <li>Name</li> <li>I / P address</li> <li>URL's visited</li> </ul>        |
|----------------------------|---|
| Why is it being processed? | Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.              |
| Who is data shared with?   | NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school. |

| System used: Google Classroom |  |
|-------------------------------|--|
| Owner                         | Wylam First School   |
| Description                   | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. |
| Personal Data Items           | Teacher  • Name  Child  • Name   |
| Why is it being processed?    | https://policies.google.com/privacy?hl=en-GB#infocollect   |
| Who is data shared with?      | https://policies.google.com/privacy?hl=en-GB#infocollect   |

| System used: Google drive for education |   |
|---|---|
| Owner                                   | Wylam First School  |
| Description                             | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.   |
| Personal Data Items                     | <ul> <li>Name</li> <li>Classes / groups</li> <li>Gmail address</li> </ul> Pupil <ul> <li>Name</li> <li>Classes / groups</li> <li>Gmail address</li> </ul> Governor <ul> <li>Governor</li> </ul> |

|                            | Name     Gmail address  |
|----------------------------|---|
| Why is it being processed? | To provide Google drive for education to staff, pupils and governors. |
| Who is data shared with?   | Staff and Pupils  |

| System used: Google Meet   |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| Personal Data Items        | teacher  Name  thild  Name   |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB   |
| Who is data shared with?   | https://policies.google.com/privacy?hl=en-GB   |

| System used: Governance    |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Details of all members of the Governing Body   |
| Personal Data Items        | Name  Name Address Contact Details Photos Attendance at Meetings Pecuniary Interests |
| Why is it being processed? | Statutory Requirement  |
| Who is data shared with?   | Local Authority and the general public   |

| System used: Health & Safety |                                       |
|------------------------------|---------------------------------------|
| Owner                        | Wylam First School                    |
| Description                  | Records pertaining to Health & Safety |
|                              |                                       |

| Personal Data Items        | Staff   |
|----------------------------|---|
|                            | <ul> <li>Name</li> <li>Contact details</li> <li>D.o.B</li> <li>Record of Accident/Incident</li> </ul>         |
|                            | Child   |
|                            | <ul> <li>Name</li> <li>Contact details</li> <li>D.o.B</li> <li>Record of Accident/Incident</li> </ul> Visitor |
|                            | <ul> <li>Name</li> <li>Contact details</li> <li>D.o.B</li> <li>Record of Accident/Incident</li> </ul>         |
| Why is it being processed? | To ensure Health and Safety Regulations are followed  |
| Who is data shared with?   | NCC, school staff and parents   |

| System used: Huggg         |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items        | <ul><li>parent</li><li>Name</li><li>Name</li><li>age</li></ul>  |
| Why is it being processed? | https://www.huggg.me/privacy  |
| Who is data shared with?   | https://www.huggg.me/privacy  |

| System used: Jump- Website Provider |   |
|-------------------------------------|---|
| Owner                               | Wylam First School  |
| Description                         | User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication |
| Personal Data Items                 | Staff, Governor and Parents   |

|                            | Name     Email Address   |
|----------------------------|--|
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| Who is data shared with?   | https://www.wesayhowhigh.com/privacy-policy                            |

| System used: Just2easy     |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.  |
| Personal Data Items        | <ul> <li>Name</li> <li>Gender</li> <li>Class / Year group</li> <li>School</li> </ul> Staff <ul> <li>Name</li> <li>Class / Year group</li> <li>School</li> </ul> |
| Why is it being processed? | To provide access for staff and pupils to a variety of learning resources through School360   |
| Who is data shared with?   | N/A   |

| System used: Kahoot        |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online. |
| Personal Data Items        | Teacher  • Name  Pupil  • Name  • Age  |
| Why is it being processed? | https://kahoot.com/privacy-policy/   |
|                            |  |

| Who is data shared wi | itn 🤈 |
|-----------------------|-------|
|-----------------------|-------|

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

| System used: Letter join |   |
|--------------------------|---|
| Owner                    | Wylam First School  |
| Description              | Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice. |
| Personal Data Items      | School  Name  Staff  Name Class  Pupil  |

|                            | Name     Class   |
|----------------------------|--|
| Why is it being processed? | To provide online access to a range of teaching and learning materials for staff and pupils. |
| Who is data shared with?   | Not shared   |

| System used: Lightspeed Internet Filtering |   |
|--|---|
| Owner                                      | Wylam First School  |
| Description                                | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| Personal Data Items                        | Staff  Name Machine name I/P address URLs visited School  Pupil  Name Machine name Machine name U/P address URLs visited School |
| Why is it being processed?                 | Statutory requirement to filter Internet services for school users  |
| Who is data shared with?                   | School leadership, LSCB and police if serious incident occurs   |

| System used: LltFilmFest |   |
|--------------------------|---|
| Owner                    | Wylam First School  |
| Description              | We create classroom projects which help schools future-proof young learners. Our award winning resource accelerate progress in English and develop leaders of the future with the 21st century skills needed for success. Our process is simple: Choose a LitFilmFest literacy project matched to the National Curriculum Download the resources and teach, improving writing progress and increasing pupil engagement using video making Share your literacy with your community, and with us, to give writing purpose |
| Personal Data Items      | Teacher  • Name  Child  |

|                            | • Name<br>•                             |
|----------------------------|---|
| Why is it being processed? | https://litfilmfest.com/privacy-policy/ |
| Who is data shared with?   | https://litfilmfest.com/privacy-policy/ |

| System used: Little Wandle |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Phonics programme. Little Wandle Letters and Sounds Revised has been developed by Wandle and Little Sutton English Hubs and taken forward by Little Sutton Primary School and Wandle Learning Trust in partnership with other phonics and early reading experts. |
| Personal Data Items        | Pupil  Name, email address, telephone number  Pupil  Name, unique pupil numbers, assessment data  Parent  Name, email address, telephone number  |
| Why is it being processed? | https://www.littlewandlelettersandsounds.org.uk/privacy-policy/  |
| Who is data shared with?   | https://www.littlewandlelettersandsounds.org.uk/privacy-policy/  |

| System used: Local Authority moderation of work |  |
|---|--|
| Owner   | Wylam First School   |
| Description                                     | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County. |
| Personal Data Items                             | School  Name  Staff  Initials  Pupil  Initials  Gender  Unique pupil number (UPN)  |

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

| n Looked After Care |
|---------------------|
|                     |
| are Looked After    |
| Receiving school    |
|                     |

| System used: Looked After Children Records - Paper |   |
|--|---|
| Owner  | Wylam First School                                    |
| Description  | Information relating to children who are Looked After |
| Personal Data Items                                | Pupils  |
|  |   |

|                            | <ul> <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> Parents & Carers <ul> <li>Name</li> <li>Contact Details</li> <li>Address</li> </ul> |
|----------------------------|--|
|                            | • Name • Position  External Support Workers  • Name • Organisation • Position • Address • Contact Details  |
| Why is it being processed? | To support the education of children who are Looked After  |
| Who is data shared with?   | Social Workers, Local Authority, Carers, Receiving School  |

| System used: Loom          |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. |
| Personal Data Items        | Teacher  • Name  Child  • Name  |
| Why is it being processed? | https://www.loom.com/privacy-policy   |
| Who is data shared with?   | https://www.loom.com/privacy-policy   |

## System used: Medical Files - Electronic

| Owner                      | Wylam First School  |
|----------------------------|---|
| Description                | Information in respect of specific medical needs of an individual student   |
| Personal Data Items        | Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs Medical History Medication Details  Parents/Carers  Name Address Contact Details  Staff  Name Position  External Support Workers  Name Organisation Position Address Contact Details |
| Why is it being processed? | To ensure access to education   |
| Who is data shared with?   | Parents/Carers (as appropriate), Social Workers, Health Care<br>Professionals, receiving schools, LA workers (as appropriate)   |

| System used: Medical Files - Paper |  |  |
|------------------------------------|--|--|
| Owner                              | Wylam First School   |  |
| Description                        | Information in respect of specific medical needs of an individual student  |  |
| Personal Data Items                | <ul> <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> |  |

|                            | Parents/Carers   |
|----------------------------|--|
|                            | <ul><li>Name</li><li>Address</li><li>Contact Details</li></ul>   |
|                            | Staff  |
|                            | <ul><li>Name</li><li>Position</li></ul>  |
|                            | External Support Workers   |
|                            | <ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>address</li> <li>Contact details</li> </ul>               |
| Why is it being processed? | To ensure access to education  |
| Who is data shared with?   | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |

| System used: Medical log |  |
|--------------------------|--|
| Owner                    | Wylam First School   |
| Description              | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments  |
| Personal Data Items      | Pupil  Name Inhaler / medication information (doseage) DOB Class Medical condition Signs and symptoms Treatment Parental consent Name of medication and dose Side effects Storage requirements Special equipment Testing needed Access to food drink Dietary requirement Staff support Contingency arrangements Family / emergency contacts Hazard Risk Control measures / risk evaluation |

| Why is it being processed? | Health and safety of child       |
|----------------------------|----------------------------------|
| Who is data shared with?   | Staff, NCC and NHS professionals |

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

| System used: National Centre for Excellence in the Teaching of Mathematics (NCETM) |  |
|--|--|
| Owner  | Wylam First School   |
| Description  | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| Personal Data Items  | • Name   |

|                            | email address     School   |
|----------------------------|--|
| Why is it being processed? | To provide access to the wide range of resources available online. |
| Who is data shared with?   | Tribal and school staff.   |

| System used: National Tutoring Programme (NTP) |  |
|--|--|
| Owner  | Wylam First School   |
| Description                                    | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. |
| Personal Data Items                            | Name     SEN Status     PP Funding Status     Attainment Level     Special Learning Needs     Safeguarding Info/Risk Assessments                         |
| Why is it being processed?                     | To perform the services of the National Tutoring Programme   |
| Who is data shared with?                       | https://nationaltutoring.org.uk/legal/privacy-notice/  |

| System used: Nereo (Matrix) |  |
|-----------------------------|--|
| Owner                       | Wylam First School   |
| Description                 | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |
| Personal Data Items         | <ul><li>All Staff</li><li>Name</li><li>Date of birth</li></ul>   |
| Why is it being processed?  | https://www.nereo.gov.uk/privacy-notice/   |
| Who is data shared with?    | https://www.nereo.gov.uk/privacy-notice/   |

| System used: NFER |  |
|-------------------|--|
|                   |  |

| Owner                      | Wylam First School   |
|----------------------------|--|
| Description                | Assessment materials, reading test and pupil progress data   |
| Personal Data Items        | Name     School     Contact details  Pupil      Name     Date of birth     School     Performance data |
| Why is it being processed? | To assess pupil attainment and help staff track progress and set targets.                              |
| Who is data shared with?   | Not shared   |

| System used: Northumberland School Readiness Passport |   |
|---|---|
| Owner   | Wylam First School  |
| Description   | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.   |
| Personal Data Items                                   | <ul> <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> </ul>   |
| Why is it being processed?                            | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| Who is data shared with?                              | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf  |

| System used: Numbots- Maths Circle LTD |   |
|--|---|
| Owner                                  | Wylam First School  |
| Description                            | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. |

| Personal Data Items        | Child  Name Year Group Maths Class  School Name Address  Teachers Name |
|----------------------------|--|
|                            | Email Address  |
| Why is it being processed? | https://ttrockstars.com/page/privacy                                   |
| Who is data shared with?   | https://ttrockstars.com/page/privacy                                   |

| System used: Nursery (Early Years) files |   |
|--|---|
| Owner                                    | Wylam First School  |
| Description                              | Early years registration information and funding information for Early Years entitlement, hours taken each week   |
| Personal Data Items                      | Pupil  Name DOB Gender Address Documents seen / recorded Parents Nat. Insurance Number Eligibility code Religion Email address Telephone number Parent work details Emergency contact details Former placements Medical information Ethnic origin SEN information EAL Armed forces Meal arrangements Parental consent: medicine, photos, website, school publications, press, local excursions Start dates Desired sessions |
| Why is it being processed?               | To ensure registration of chidlren into school and that children receive their entitlements   |

| Who is data shared with? | School staff, NCC, outside agencies as required |
|--------------------------|---|
|--------------------------|---|

| System used: Oak Acadamy   |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. |
| Personal Data Items        | Teacher  • Name  Pupil  • Name  • Age   |
| Why is it being processed? | https://privacy.thenational.academy/  |
| Who is data shared with?   | https://privacy.thenational.academy/  |

| System used: Oxford Owls   |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| Personal Data Items        | Teacher  Name  Parent  Name  Child  Name Age  |
| Why is it being processed? | https://global.oup.com/privacy?cc=us  |
| Who is data shared with?   | https://global.oup.com/privacy?cc=us  |

| System used: Padlet        |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. |
| Personal Data Items        | • Name  Staff • Name  |
| Why is it being processed? | https://padlet.com/   |
| Who is data shared with?   | https://privacy.commonsense.org/evaluation/padlet   |

| System used: Parent mail |  |
|--------------------------|--|
| Owner                    | Wylam First School   |
| Description              | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events                 |
| Personal Data Items      | School  Name School email address  Staff  Name Class Title e-mail Gender Telephone number DOB School address  Pupil  Name Year Parent/carer name Title Class Gender DOB Address DOB Address DOB  Address DOB |

|                            | <ul> <li>Name</li> <li>Telephone number</li> <li>email address</li> <li>Title</li> <li>Gender</li> <li>Address</li> </ul> |
|----------------------------|---|
| Why is it being processed? | To provide access to a range of communication and payment tools   |
| Who is data shared with?   | School staff  |

| System used: ParentPay     |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | ParentPay is an online payment service for schools and families.  |
| Personal Data Items        | Name Gender  Pupil  Name Date of birth Gender Groups Dietary requirements Postal address UPN Roll number Meal selections and history Emergency contact information Medical details EHIC Doctors contact Passport  Parent/Carer  Name Gender Address Phone number Email Payment history & balance Payment card details |
| Why is it being processed? | To provide parents with an online payment system for meals, school trips and other activities/resources.  |
| Who is data shared with?   | School staff  |

| System used: Parents Evening Booking System |  |
|---|--|
| Owner                                       | Wylam First School   |
| Description                                 | Online booking system for parents evenings and other school events.                                  |
| Personal Data Items                         | Staff  Name Email Classes  Pupil  Name Classes Year  Parent  Name Email                              |
| Why is it being processed?                  | To provide parents/carers with an online system for booking parents evening and other school events. |
| Who is data shared with?                    | Shared with individual? parents and appropriate staff.   |

| System used: Personnel files |  |
|------------------------------|--|
| Owner                        | Wylam First School   |
| Description                  | Information relating to staff employment   |
| Personal Data Items          | Staff  Name Address Telephone number e-mail address National Insurance Number Qualifications DOB Contract Payroll no. Employment history References Leave of absence DBS checked |
| Why is it being processed?   | Necessary for employment   |
| Who is data shared with?     | NCC and/or HR provider and/or Payroll provider   |

## System used: Phonics play

| Owner                      | Wylam First School  |
|----------------------------|---|
| Description                | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn |
| Personal Data Items        | School  Name  Pupil  Name  Staff  Name  |
| Why is it being processed? | To provide access to online learning resources for pupils and staff.  |
| Who is data shared with?   | Staff   |

| System used: Photographs and videos of staff and pupils. |   |
|--|---|
| Owner  | Wylam First School  |
| Description  | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| Personal Data Items                                      | Staff  Name Photograph Video  Pupil  Photograph (unnamed) Video (unnamed)  Name Photograph                              |
| Why is it being processed?                               | To celebrate the life and work of the school.   |
| Who is data shared with?                                 | The public  |

| System used: PIRA - Rising stars (Wordblaze) |   |
|--|---|
| Owner  | Wylam First School  |
| Description                                  | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests |

|                            | produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages. |
|----------------------------|--|
| Personal Data Items        | School  Name  Staff  Name Job title email address Telephone number  Pupil  Name Age Date of birth Gender   |
|                            | <ul> <li>Ethnic origin</li> <li>First Language</li> <li>Unique pupil number</li> <li>Pupil premium information</li> <li>Assessment results</li> </ul>                                    |
| Why is it being processed? | To provide access to a range of Rising stars resources including PIRA for standardised reading tests.  |
| Who is data shared with?   | Staff  |

| System used: PS Financials | System used: PS Financials  |  |
|----------------------------|---|--|
| Owner                      | Wylam First School  |  |
| Description                | Accounting, purchasing, budgeting and reporting software.   |  |
| Personal Data Items        | Name School MIS ID Email address  School  Name Purchase data Accounting data Sales data Expense data Payment data VAT returns |  |

| Why is it being processed? | To provide the school with an online financial management system. |  |
|----------------------------|---|--|
| Who is data shared with?   | VAT returns shared with HMRC                                      |  |

| System used: RealSmart     |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online! |
| Personal Data Items        | Staff  Name School MIS id Classes  Pupil  Name UPN Classes Attendance Achievement and behaviour   |
| Why is it being processed? | To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education.   |
| Who is data shared with?   | Staff & Pupils  |

| System used: Recruitment information |   |
|--------------------------------------|---|
| Owner                                | Wylam First School  |
| Description                          | Part of the job application process   |
| Personal Data Items                  | Name     DOB     Address     Educational establishments attended     Qualifications     Disciplinary Records     Appraisal Records     Salary information |
| Why is it being processed?           | As part of the recruitment process  |
| Who is data shared with?             | Governors/ shortlisting panel/ SIP/ HR  |

| System used: Registers     |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Daily register, after school club registers, lunch register   |
| Personal Data Items        | <ul> <li>Child</li> <li>Name</li> <li>Address</li> <li>Date of Birth</li> <li>Lunch Status</li> <li>Attendance</li> </ul> |
| Why is it being processed? | To monitor children's attendance - legal obligation.  |
| Who is data shared with?   | School staff, after school club providers   |

| System used: Rising Stars (word blaze) |   |
|--|---|
| Owner                                  | Wylam First School  |
| Description                            | Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources |
| Personal Data Items                    | teacher  Name email  child  Name  Name  Name  |
| Why is it being processed?             | https://www.hoddereducation.co.uk/privacynotice   |
| Who is data shared with?               | https://www.hoddereducation.co.uk/privacynotice   |

| System used: Safeguarding Records - Electronic |  |
|--|--|
| Owner  | Wylam First School                           |
| Description                                    | Records relating to safeguarding of children |
| Personal Data Items                            | Pupils                                       |
|  |  |

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

| System used: Safeguarding Records - Paper |  |
|---|--|
| Owner                                     | Wylam First School   |
| Description                               | Records relating to safeguarding of children   |
| Personal Data Items                       | Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions |
|   | Parent/Carers  |

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

| System used: School360     |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | Learning platform for Northumberland schools with links to 3rd party educational resource providers.   |
| Personal Data Items        | Pupil  Name School id Class/Group Year UPN (Unique Pupil Number) Gender Attendance (If School360 used for registration) Pupil concern reports EYFS reflections  Staff  Name Staff Alternative e-mail address Teacher pupil notes |
| Why is it being processed? | To facilitate setting up and access to the County learning platform - School360  |

| Who | is | data | share | þe | with? |
|-----|----|------|-------|----|-------|
|     |    |      |       |    |       |

| System used: Scratch       |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. |
| Personal Data Items        | Teacher  Name  Child  Name  Age  Parent  Name   |
| Why is it being processed? | https://scratch.mit.edu/privacy_policy  |
| Who is data shared with?   | https://scratch.mit.edu/privacy_policy  |

| System used: SEND electronic records |   |  |
|--------------------------------------|---|--|
| Owner                                | Wylam First School  |  |
| Description                          | Records relating to Special Educational Needs and Disability for individual pupils  |  |
| Personal Data Items                  | Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs SEND History  Parents / Carers  Name Address Contact details |  |

|                            | <ul> <li>Name</li> <li>Position</li> <li>External Support Workers</li> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact details</li> </ul> |
|----------------------------|--|
| Why is it being processed? | To ensure appropriate levels of support for the student in relation SEND needs   |
| Who is data shared with?   | Parents/Carers as appropriate; Social Workers; Health Care<br>Professionals; Receiving Schools; Youth Offending Teams (case<br>dependent); LA Workers as appropriate         |

| System used: Send Paper Records |   |
|---------------------------------|---|
| Owner                           | Wylam First School  |
| Description                     | Records relating to individual pupil's SEND history   |
| Personal Data Items             | Pupil  Name Date Of Birth Address Medical Information Health & Social Care Specific Educational Needs Interventions In Place  Parents  Name Address Contact Details  Staff  Name Position  External Support  Name Organisation Position Address Contact Details |

| Why is it being processed? | To support educational entitlement to meet statutory obligations |
|----------------------------|--|
| Who is data shared with?   | Case workers, Parents, local Authority and Receiving Schools     |

| System used: Senso Cloud   |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | The Cloud Based Platform for Device Monitoring and Management. All-In-<br>One Software for Network, Classroom, Safeguarding and Asset<br>Management, and for managing and monitoring any Windows and<br>Chrome device from a Centralised Web portal |
| Personal Data Items        | <ul> <li>Name</li> <li>Marital status</li> <li>Title</li> <li>DOB</li> <li>Gender</li> <li>Address</li> <li>Email Address</li> <li>Telephone number</li> </ul>  |
| Why is it being processed? | For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation.   |
| Who is data shared with?   | External third parties - details and lawful basis all set out on website privacy notice.  |

| System used: SIMS   |  |
|---------------------|--|
| Owner               | Wylam First School   |
| Description         | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| Personal Data Items | Pupil  Name Date of birth Address Title Gender Class Year Parent/carer name UPN Dietary Requirements Medical information Attendance/exclusion  |

|                            | <ul> <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> Parent/Carer <ul> <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> Staff <ul> <li>Staff</li> </ul>  |
|----------------------------|---|
|                            | <ul> <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> |
| Why is it being processed? | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.   |
| Who is data shared with?   | Parents   |

| System used: Social media sites e.g. Twitter, Facebook |   |  |
|--|---|--|
| Owner  | wner Wylam First School   |  |
| Description  | Social Media tool used to inform parents about events in school and |  |

|                            | celebrate children's achievement.   |
|----------------------------|---|
| Personal Data Items        | <ul><li>Pupil</li><li>Photos (unnamed)</li><li>Videos (unnamed)</li></ul> |
|                            | <ul><li>School name</li><li>Classes</li></ul>                             |
| Why is it being processed? | Unnamed photos of pupils and their work are used on the site              |
| Who is data shared with?   | Information shared with parents   |

| System used: Tapestry      | System used: Tapestry   |  |
|----------------------------|---|--|
| Owner                      | Wylam First School  |  |
| Description                | An online journal recording all the learning and fun of children's early years education.   |  |
| Personal Data Items        | School  Name Address Email address and name of person who pays for service in school  Pupil  Name Date of birth Notes on progress Photographs Videos Address  Parent  Name email address  Staff  Name Email address |  |
| Why is it being processed? | To provide access to an online early years journal which records pupil activity and progress throughout the year.   |  |
| Who is data shared with?   | The child's? new school if it uses Tapestry.  |  |

| System used: The National College |   |
|-----------------------------------|---|
| Owner                             | Wylam First School                                  |
| Description                       | A provider of online training for staff & governors |

| Personal Data Items        | Staff member  Name Job Title Email Phone number  Governor  Name Email Phone number |
|----------------------------|--|
| Why is it being processed? | In order to provide access to online training and for billing purposes             |
| Who is data shared with?   | Contractors to provide service   |

| System used: Times Tables Rock Stars |   |
|--------------------------------------|---|
| Owner                                | Wylam First School  |
| Description                          | Online times tables practice and testing.   |
| Personal Data Items                  | Name     Email address     School name     School address  Pupil      Name     Year group     Maths group |
| Why is it being processed?           | To provide access to online learning tool.  |
| Who is data shared with?             | Staff   |

| System used: Twinkl |  |
|---------------------|--|
| Owner               | Wylam First School   |
| Description         | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. |
| Personal Data Items | Teacher  |

|                            | Name                           |
|----------------------------|--------------------------------|
|                            | child                          |
|                            | Name                           |
| Why is it being processed? | https://www.twinkl.co.uk/legal |
| Who is data shared with?   | https://www.twinkl.co.uk/legal |

| System used: Vimeo         |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player |
| Personal Data Items        | Teacher  • Name  Child  • Name  |
| Why is it being processed? | https://vimeo.com/privacy   |
| Who is data shared with?   | https://vimeo.com/privacy   |

| System used: Visitor book  |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Log of all visitors into school / fire regulations  |
| Personal Data Items        | <ul> <li>Visitor</li> <li>Name</li> <li>Date and time</li> <li>Car registration</li> <li>Purpose of visit</li> <li>Company</li> </ul> |
| Why is it being processed? | Safeguarding, health and safety, fire regulations   |
| Who is data shared with?   | School staff, visitors  |

| System used: White Rose Maths and Science |                    |
|---|--------------------|
| Owner                                     | Wylam First School |
|   |                    |

| Description                | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child. |
|----------------------------|--|
| Personal Data Items        | Teacher  Name Date of Birth Gender Email address Payment details  Child  Name Age Gender Email address  Parent  Name Email address   |
| Why is it being processed? | https://whiterosemaths.com/privacy/  |
| Who is data shared with?   | https://whiterosemaths.com/privacy/  |

| System used: Wonde  |   |
|---------------------|---|
| Owner               | Wylam First School  |
| Description         | Manages transfer of data from Sims MIS to School360.                    |
| Personal Data Items | Staff  • Name  Pupil  • Name  • School id  • Class/group  • Year  • UPN |

|                            | Gender     Attendance   |
|----------------------------|---|
| Why is it being processed? | To facilitate the exchange of data to allow the set up of school360 for a school. |
| Who is data shared with?   | School360 users   |

| System used: Word Wall     |  |
|----------------------------|--|
| Owner                      | Wylam First School   |
| Description                | The easy way to create your own teaching resources. Make custom activities for your classroom. Quizzes, match ups, word games, and much more |
| Personal Data Items        | Teacher  |
|                            | Name   |
| Why is it being processed? | https://wordwall.net/account/privacy   |
| Who is data shared with?   | https://wordwall.net/account/privacy   |

| System used: Y4 Multiplication Check |  |
|--------------------------------------|--|
| Owner                                | Wylam First School   |
| Description                          | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| Personal Data Items                  | • Name   |
| Why is it being processed?           | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance   |
| Who is data shared with?             | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance   |

| System used: Zoom |  |
|-------------------|--|
| Owner             | Wylam First School   |
| Description       | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |

| Personal Data Items        | Teacher               |
|----------------------------|-----------------------|
|                            | • Name                |
|                            | Parent                |
|                            | • Name                |
| Why is it being processed? | https://zoom.us/trust |
| Who is data shared with?   | https://zoom.us/trust |

| System used: Pupil Assessment |  |
|-------------------------------|--|
| Owner                         | Wylam First School   |
| Description                   | Pupil assessment data  |
| Personal Data Items           | Pupil  Name Date of birth Attainment SEND Status Pupil Premium Status Gender |
| Why is it being processed?    | Progress tracking  |
| Who is data shared with?      | Feeder/transition school and/or Safeguarding Board and/or SEND services      |

| System used: Recruitment   |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Recruitment process for new employees   |
| Personal Data Items        | Name     Address     Telephone number     Email address     National Insurance number     Qualifications     Date of birth     Employment history     References     DBS check     Criminal records declaration     Immigration/nationality declaration |
| Why is it being processed? | Recruitment selection and vetting procedure   |

| Who is data shared with? | Shortlisting panel (ie school senior management team and/or governors) |
|--------------------------|--|
|                          |  |

| System used: Safeguarding  |   |
|----------------------------|---|
| Owner                      | Wylam First School  |
| Description                | Safeguarding documentation/records  |
| Personal Data Items        | Pupil  Name Date of birth Address Details of safeguarding issues  Parent  Name Address Telephone number |
| Why is it being processed? | Necessary to meet safeguarding requirements   |
| Who is data shared with?   | Local authority and/or Safeguarding Board and/or Police   |

| System used: SAS (Schools Advisory Service) |   |
|---|---|
| Owner                                       | Wylam First School  |
| Description                                 | Staff absence insurance   |
| Personal Data Items                         | Name     Date of birth     Job title     Hours worked     Email address     Health/medical information if a claim is made |
| Why is it being processed?                  | To enable insurance protection against staff absence  |
| Who is data shared with?                    | Teacher Absence   |