



**Stannington First School**  
**GDPR Privacy Notice Summary Report**

**Date: 04/06/2026**

Data Protection Officer: Linda Papaioannou

01670 789276

## Introduction

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

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

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

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

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

## Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
BBC Bitesize	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams	
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Bikeability	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England	
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 - 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
CLPE	Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary	

	Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.	
Computershare- Childcare Vouchers	Childcare voucher provider	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
Developing Experts	Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation, handouts and assessment for learning activities fully mapped against multiple curricula including the National Curriculum. Lessons come with experts from university and industry and are narrated with unforgettable stories - told through stunning images and videos. Our assessment tools enable you to easily track each child's progress through our interactive online quizzes, with the added benefit that each child and parent can revisit lesson content from home.	
DFE-Census and workforce 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	

	<p>university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school)</p> <p>Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.</p>	
Diagnostic questions	<p>Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence.</p>	
Dietary requirements information sheets	<p>Required documents for specific children with severe allergies / intolerances and religious observations (food)</p>	yes
Duolingo	<p>Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us</p>	
Edenred	<p>Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward &amp; recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital &amp; SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked.</p>	
ELibrary by Wheelers Books	<p>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</p>	
Eschools Website Provider	<p>On-line school website building tool</p>	

EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Futures Cloud	Internet / Network monitoring and reporting tool	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Google Classroom	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Google Meet	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
Hugg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
Just2easy	Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.	
Lexia	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records	Information relating to children who are Looked After	yes

- Paper		
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background	
MS Office Suite	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.	
National Centre for Excellence in the Teaching of Mathematics (NCETM)	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	
National Tutoring Programme (NTP)	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.	yes
Nereo (Matrix)	North East Regional Employers' Organisation is one	

	<p>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.</p>	
NFER	Assessment materials, reading test and pupil progress data	
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Numbots- Maths Circle LTD	NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts.	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
Oak Academy	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.	
Onecom	Call recording system. Onecom is a UK based independent business telecommunications provider delivering fixed line, mobile, Unified Communications and connectivity solutions.	yes
Oracle E-Business Suite	Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.	
Padlet	A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more.	
Padlet	Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files	
ParentPay	ParentPay is an online payment service for schools and families.	yes

Parents Evening Booking System	Online booking system for parents evenings and other school events.	
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.	
Reception Baseline Assessment (RBA)	The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Seesaw	Seesaw - Student driven digital portfolios and simple parent communication.	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
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	
Sign-In App	Electronic sign-in software for the school / fire regulations / emergency evacuation	
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.	
sQuid Cashless Payments	sQuid delivers a range of eMoney services and cashless payment solutions for the education sector.	
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.	
Tyne & Wear Pension Fund- South Tyneside Council	The Administering Authority holds personal data , in its capacity as a controller, for the proper handling of all matters relating to the Fund, including its administration and management.	yes
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. Ad-free 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 world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Y4 Multiplication Check	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.	
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	
Collection of Money Records	To record required payments for children's activities	

(Paper and Electronic)	and school meals to ensure effective and efficient delivery of services to children	
Tynephoto Photography	School photographer	

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

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

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

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

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

<b>System used: BBC Bitesize</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year group</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.bbc.co.uk/usingthebbc/privacy/">https://www.bbc.co.uk/usingthebbc/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://www.bbc.co.uk/usingthebbc/privacy/">https://www.bbc.co.uk/usingthebbc/privacy/</a>

System used: Behaviour Files - Paper (in class)	
<b>Owner</b>	Stannington First School
<b>Description</b>	Information relating to the behaviours of particular pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Educational Behavioural Needs</li> <li>• Social Care Status</li> <li>•</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To ensure access to education appropriate to needs
<b>Who is data shared with?</b>	External support workers as applies

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

System used: Busy Things	
<b>Owner</b>	Stannington First School
<b>Description</b>	Online games & activities for learning
<b>Personal Data Items</b>	<p><b>Taecher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To allow use of the system
<b>Who is data shared with?</b>	Not Shared

System used: Canva	
<b>Owner</b>	Stannington First School
<b>Description</b>	Canva is an online design and publishing tool
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• date of birth</li> <li>• email</li> <li>• phone number</li> <li>• school</li> <li>• analytics data</li> </ul>

	<ul style="list-style-type: none"> <li>usage data including device &amp; location</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>class</li> <li>school</li> <li>email</li> <li>analytics data</li> <li>usage data including device &amp; location</li> </ul>
<b>Why is it being processed?</b>	To allow use of Canva resources and to improve Canva service to users
<b>Who is data shared with?</b>	Third party companies to provide service

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

<b>System used: Child Protection Records - Electronic</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Date of Birth</li> <li>Address</li> <li>Health Needs</li> </ul>

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

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

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

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

<b>System used: Computershare- Childcare Vouchers</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Childcare voucher provider
<b>Personal Data Items</b>	<b>Staf</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Job Title</li> <li>• Salary</li> </ul>
<b>Why is it being processed?</b>	To provide childcare vouchers to those who have registered for such benefit.
<b>Who is data shared with?</b>	<a href="https://www.computershare.com/uk/privacy-policy">https://www.computershare.com/uk/privacy-policy</a>

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

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

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

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

System used: Developing Experts	
<b>Owner</b>	Stannington First School
<b>Description</b>	Starting with Science, Developing Experts is a complete curriculum solution for children aged 4 to 14 years. It provides a growing library of over 650 interactive, online lessons with practical investigation, handouts

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

<b>System used: DFE-Census and workforce Census</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

<b>Why is it being processed?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/help/privacy-notice">https://www.gov.uk/help/privacy-notice</a>

System used: Diagnostic questions	
<b>Owner</b>	Stannington First School
<b>Description</b>	Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence.
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail address</li> <li>• Primary role</li> <li>• What you teach</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Unique classroom id (generated by teacher)</li> </ul>
<b>Why is it being processed?</b>	To provide online access for teachers and pupils to a variety of teaching and learning materials.
<b>Who is data shared with?</b>	Not Shared

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

System used: Duolingo	
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<b>Owner</b>	Stannington First School
<b>Description</b>	Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> <li>• email</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.duolingo.com/privacy">https://www.duolingo.com/privacy</a>
<b>Who is data shared with?</b>	<a href="https://www.duolingo.com/privacy">https://www.duolingo.com/privacy</a>

System used: Edenred	
<b>Owner</b>	Stannington First School
<b>Description</b>	Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital & SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked.
<b>Personal Data Items</b>	<p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.edenred.co.uk/legal/legal-entity/privacy-policy/">https://www.edenred.co.uk/legal/legal-entity/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.edenred.co.uk/legal/legal-entity/privacy-policy/">https://www.edenred.co.uk/legal/legal-entity/privacy-policy/</a>

System used: ELibrary by Wheelers Books	
<b>Owner</b>	Stannington First School

<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.eplatform.co/us/privacy-policy/">https://www.eplatform.co/us/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.eplatform.co/us/privacy-policy/">https://www.eplatform.co/us/privacy-policy/</a>

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

<b>System used: EVOLVE visits</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

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

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

<b>System used: GL-Assessment</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
<b>Personal Data Items</b>	<b>Staff</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> <li>• Class</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide? access to a range of testing and diagnostic tools for teaching staff.
<b>Who is data shared with?</b>	Shared with school

<b>System used: Google Classroom</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	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.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>
<b>Who is data shared with?</b>	<a href="https://policies.google.com/privacy?hl=en-GB#infocollect">https://policies.google.com/privacy?hl=en-GB#infocollect</a>

<b>System used: Google drive for education</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

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

System used: Google Meet	
<b>Owner</b>	Stannington First School
<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>•</li> </ul> <p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>
<b>Who is data shared with?</b>	<a href="https://policies.google.com/privacy?hl=en-GB">https://policies.google.com/privacy?hl=en-GB</a>

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

System used: HAF- HolidayActivities	
<b>Owner</b>	Stannington First School
<b>Description</b>	The dedicated platform built to run and report on your local authority HAF programme.
<b>Why is it being processed?</b>	To run and report HAF programme for schools.
<b>Who is data shared with?</b>	<a href="https://www.holidayactivities.com/privacy-notice/">https://www.holidayactivities.com/privacy-notice/</a>

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

System used: Hugg	
<b>Owner</b>	Stannington First School
<b>Description</b>	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.
<b>Personal Data Items</b>	<p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>child</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.huggg.me/privacy">https://www.huggg.me/privacy</a>
<b>Who is data shared with?</b>	<a href="https://www.huggg.me/privacy">https://www.huggg.me/privacy</a>

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

System used: Lexia	
<b>Owner</b>	Stannington First School
<b>Description</b>	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• School</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Browser information</li> <li>•</li> </ul> <p><b>School</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Payment details</li> <li>• Usage data</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Class</li> <li>• Group</li> </ul>
<b>Why is it being processed?</b>	To provide access for staff and pupils to a comprehensive range of teaching resources
<b>Who is data shared with?</b>	Staff

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

System used: Local Authority moderation of work	
<b>Owner</b>	Stannington First School
<b>Description</b>	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
<b>Personal Data Items</b>	<b>School</b>

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

System used: Looked After Children Records - Electronic	
<b>Owner</b>	Stannington First School
<b>Description</b>	Information relating to children who are in Looked After Care
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support the education of children who are Looked After

<b>Who is data shared with?</b>	Social Workers, Local Authority, Carers, Receiving school
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**System used: Looked After Children Records - Paper**

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

**System used: Medical Files - Electronic**

<b>Owner</b>	Stannington First School
<b>Description</b>	Information in respect of specific medical needs of an individual student
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> </ul>

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

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

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

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

<b>System used: Microsoft Teams</b>	
<b>Owner</b>	Stannington First School

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

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

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)

<b>Owner</b>	Stannington First School
<b>Description</b>	NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	To provide access to the wide range of resources available online.
<b>Who is data shared with?</b>	Tribal and school staff.

System used: National Tutoring Programme (NTP)

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

System used: Nereo (Matrix)

<b>Owner</b>	Stannington First School
<b>Description</b>	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.
<b>Personal Data Items</b>	<b>All Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>
<b>Who is data shared with?</b>	<a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>

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

<b>System used: Northumberland School Readiness Passport</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Date of Birth</li> <li>• Unique Identifier</li> <li>• PP Information</li> <li>• Entitlement of hours</li> <li>• Special Needs Information</li> <li>• Development Progress</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	This information will be gathered from the child's parents/carers and we

	do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.
<b>Who is data shared with?</b>	<a href="https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf">https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf</a>

**System used: Numbots- Maths Circle LTD**

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

**System used: Nursery (Early Years) files**

<b>Owner</b>	Stannington First School
<b>Description</b>	Early years registration information and funding information for Early Years entitlement, hours taken each week
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Documents seen / recorded</li> <li>• Parents Nat. Insurance Number</li> <li>• Eligibility code</li> <li>• Religion</li> <li>• Email address</li> <li>• Telephone number</li> </ul>

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

System used: Oak Academy	
<b>Owner</b>	Stannington First School
<b>Description</b>	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul>
<b>Why is it being processed?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>
<b>Who is data shared with?</b>	<a href="https://privacy.thenational.academy/">https://privacy.thenational.academy/</a>

System used: Onecom	
<b>Owner</b>	Stannington First School
<b>Description</b>	Call recording system. Onecom is a UK based independent business telecommunications provider delivering fixed line, mobile, Unified Communications and connectivity solutions.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• School matters presented by staff/parent/carer that could include personal or special category data</li> </ul>

	<b>Parent/Carer</b> <ul style="list-style-type: none"> <li>School matters presented by staff/parent/carer that could include personal or special category data</li> </ul>
<b>Why is it being processed?</b>	To gather evidence and record any exchanges between staff and parents in the event of any referrals or other areas which may require evidence (i.e. complaints), and for staff training purposes and quality assurance.
<b>Who is data shared with?</b>	Parent/Carers as appropriate, Staff as appropriate, some information shared with external agencies, health care professionals and Police if necessary

<b>System used: Oracle E-Business Suite</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.
<b>Why is it being processed?</b>	To record sickness
<b>Who is data shared with?</b>	relevant school staff, HR and staff member

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

<b>System used: Padlet</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Padlet is a free online tool that is best described as an online notice board. Padlet can be used by students and teachers to post notes on a common page. The notes posted by teachers and students can contain links, videos, images and document files
<b>Personal Data Items</b>	<b>Pupil</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Teacher</li> </ul>
<b>Why is it being processed?</b>	To facilitate learning
<b>Who is data shared with?</b>	Business providers e.g.billing

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

System used: Parents Evening Booking System	
<b>Owner</b>	Stannington First School

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

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

<b>System used: Phonics play</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Interactive phonics games, phonics planning, assessment ideas and

	many teaching ideas and resources to help children to learn
<b>Personal Data Items</b>	<p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To provide access to online learning resources for pupils and staff.
<b>Who is data shared with?</b>	Staff

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

<b>System used: Reception Baseline Assessment (RBA)</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	The RBA is an age-appropriate assessment and has been a statutory assessment since 2021. It is made up of 2 components assessing: early mathematics early literacy, communication and language
<b>Personal Data Items</b>	<b>Pupils</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Unique Pupil Number (UPN)</li> <li>• Sex</li> <li>• Results from the assessment</li> </ul>
<b>Why is it being processed?</b>	For the RBA, STA will use the child's information as part of STA's public task in providing a statutory assessment.
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/publications/reception-baseline-assessment-privacy-notice/reception-baseline-assessment-privacy-notice-for-pupil-data-from-september-2025#:~:text=about%20your%20child-,What%20data%20will%20be%20collected?,results%20from%20the%20assessment">https://www.gov.uk/government/publications/reception-baseline-assessment-privacy-notice/reception-baseline-assessment-privacy-notice-for-pupil-data-from-september-2025#:~:text=about%20your%20child-,What%20data%20will%20be%20collected?,results%20from%20the%20assessment</a>

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

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

System used: Safeguarding Records - Electronic

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

System used: Safeguarding Records - Paper

<b>Owner</b>	Stannington First School
<b>Description</b>	Records relating to safeguarding of children
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> </ul>

	<ul style="list-style-type: none"> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parent/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations and to support educational entitlement
<b>Who is data shared with?</b>	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

<b>System used: School360</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/Group</li> <li>• Year</li> <li>• UPN (Unique Pupil Number)</li> <li>• Gender</li> <li>• Attendance (If School360 used for registration)</li> <li>• Pupil concern reports</li> <li>• EYFS reflections</li> </ul>

	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Staff Alternative e-mail address</li> <li>• Teacher pupil notes</li> </ul>
<b>Why is it being processed?</b>	To facilitate setting up and access to the County learning platform - School360
<b>Who is data shared with?</b>	SIMs Wonde Frog Learning Just2easy Interactive Resources

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

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

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

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

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

System used: Senso Cloud	
<b>Owner</b>	Stannington First School
<b>Description</b>	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
<b>Personal Data Items</b>	<b>User</b> <ul style="list-style-type: none"> <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>
<b>Why is it being processed?</b>	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.
<b>Who is data shared with?</b>	External third parties - details and lawful basis all set out on website privacy notice.

System used: Sign-In App	
<b>Owner</b>	Stannington First School
<b>Description</b>	Electronic sign-in software for the school / fire regulations / emergency evacuation
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• Car registration</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> </ul>

	<p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car registration</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> <li>• Purpose of visit</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car registration</li> <li>• Job title/company</li> <li>• Photo</li> <li>• Email address</li> <li>• IP addresses</li> <li>• Usage data</li> <li>• Cookies data</li> <li>• Online navigation data</li> <li>• Location data</li> <li>• Browser data</li> <li>• Purpose of visit</li> </ul>
<b>Why is it being processed?</b>	Safeguarding, health and safety, fire regulations, emergency evacuation
<b>Who is data shared with?</b>	School staff, visitors

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

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

System used: Social media sites e.g. Twitter, Facebook	
<b>Owner</b>	Stannington First School

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

System used: sQuid Cashless Payments	
<b>Owner</b>	Stannington First School
<b>Description</b>	sQuid delivers a range of eMoney services and cashless payment solutions for the education sector.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email address</li> <li>• Phone Number</li> </ul> <b>Parent</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email address</li> <li>• Phone number</li> <li>• Payment details</li> <li>• Details of children</li> </ul>
<b>Why is it being processed?</b>	To provide parents with an online payment system
<b>Who is data shared with?</b>	Not shared

System used: The National College	
<b>Owner</b>	Stannington First School
<b>Description</b>	A provider of online training for staff & governors
<b>Personal Data Items</b>	<b>Staff member</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job Title</li> <li>• Email</li> <li>• Phone number</li> </ul> <b>Governor</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Phone number</li> </ul>
<b>Why is it being processed?</b>	In order to provide access to online training and for billing purposes
<b>Who is data shared with?</b>	Contractors to provide service

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

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

System used: Tyne & Wear Pension Fund- South Tyneside Council

<b>Owner</b>	Stannington First School
<b>Description</b>	The Administering Authority holds personal data , in its capacity as a controller, for the proper handling of all matters relating to the Fund, including its administration and management.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Contact details- name, address, telephone numbers, and email</li> <li>• Identifying details- DoB, NI number, employee and membership numbers</li> <li>• Length of service and salary information</li> <li>• Bank account and tax details</li> <li>• Information about family, dependents and personal circumstances</li> <li>• Health information</li> <li>• Criminal conviction information</li> </ul>
<b>Why is it being processed?</b>	For all matters relating to the Fund, including its administration and management. This can include the processing of your personal data for all or any of the following purposes: To contact you. To assess eligibility for, calculate and provide you (and, if you are a member of the Fund, your beneficiaries upon your death) with benefits. To identify your potential or actual benefit options and, where relevant, implement those options. To allow alternative ways of delivering your benefits, for example, through the use of insurance products and transfers to or mergers with other pension arrangements. For statistical and financial modelling and reference purposes (for example, when we assess how much money is needed to provide members' and beneficiaries' benefits and how that money should be invested). To comply with our legal and regulatory obligations as the administering authority of the Fund. To address queries from members and other beneficiaries and to respond to any actual or potential disputes concerning the Fund. The management of the Fund's liabilities, including the entering into of insurance arrangements and selection of Fund investments. In connection with the sale, merger or corporate reorganisation of or transfer of a business by the employers that participate in the Fund and their group companies.
<b>Who is data shared with?</b>	<a href="https://www.twpf.info/article/11482/Full-privacy-notice#whatdatawehold">https://www.twpf.info/article/11482/Full-privacy-notice#whatdatawehold</a>

System used: Vimeo

<b>Owner</b>	Stannington First School
<b>Description</b>	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
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://vimeo.com/privacy">https://vimeo.com/privacy</a>
<b>Who is data shared with?</b>	<a href="https://vimeo.com/privacy">https://vimeo.com/privacy</a>

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

<b>System used: White Rose Maths and Science</b>	
<b>Owner</b>	Stannington First School
<b>Description</b>	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> </ul>

	<ul style="list-style-type: none"> <li>• Email address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>

System used: Wonde	
<b>Owner</b>	Stannington First School
<b>Description</b>	Manages transfer of data from Sims MIS to School360.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/group</li> <li>• Year</li> <li>• UPN</li> <li>• Gender</li> <li>• Attendance</li> </ul>
<b>Why is it being processed?</b>	To facilitate the exchange of data to allow the set up of school360 for a school.
<b>Who is data shared with?</b>	School360 users

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

	administration-guidance
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance">https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance</a>

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

System used: Collection of Money Records (Paper and Electronic)	
<b>Owner</b>	Stannington First School
<b>Description</b>	To record required payments for children's activities and school meals to ensure effective and efficient delivery of services to children
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	To ensure effective collection of monies owed
<b>Who is data shared with?</b>	N/A

System used: Tynephoto Photography	
<b>Owner</b>	Stannington First School
<b>Description</b>	School photographer
<b>Personal Data Items</b>	<p><b>Photograph (Unnamed)</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	Annual school photographs - parents have the option to buy. To celebrate the start of the academic year. Images are used to update records in

	SIMs.
<b>Who is data shared with?</b>	Parents/carers