



# **Harbottle C of E First School**

## **GDPR Privacy Notice Summary Report**

**Date: 18/04/2025**

Data Protection Officer: Wallis Bath

01669 650271

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## Introduction

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

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

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

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

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

## Systems included in this report

System Name	Description	Special Category
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	
Bromcom	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.	yes
Canva	Canva is an online design and publishing tool	
CGP	from the UK's No.1 Educational Publisher Incredible online teaching resources, plus CGP Books extras just for members!	
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
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
Debbie Judd HR	Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high	

	<p>standards of education to their pupils and students. We are based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.</p>	
DFE-Census and workforce Census	<p>The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.</p>	
Dietary requirements information sheets	<p>Required documents for specific children with severe allergies / intolerances and religious observations (food)</p>	yes
Education Mutual	<p>Staff absence protection for schools</p>	
EVOLVE visits	<p>An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.</p>	
Frog Learning	<p>Online learning application linked to School360. Provides resources for a wide range of curricular areas.</p>	
Future Me (NECOP and NUFC)	<p>The North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support</p>	

	<p>young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to:</p> <ul style="list-style-type: none"> <li>Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals</li> <li>Have access to high quality information and support to help them consider whether higher education is the right option for them</li> <li>Have an increased awareness and understanding of higher education opportunities and progression pathways in the region.</li> </ul>	
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	
Health & Safety	Records pertaining to Health & Safety	
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
ICT North	IT services for schools	
Jigsaw Education Group	provide comprehensive, high-quality resources for PSHE and RE that empower teachers and support student wellbeing. Our innovative curriculum helps students develop the knowledge, skills, and values they need to thrive in today's world. We offer a range of ready-to-use resources, including lesson plans, activities, and interactive tools, designed to make teaching engaging and effective. From Early Years to Secondary, Jigsaw provides everything teachers need to deliver meaningful, impactful lessons that promote both personal growth and academic success.	

Kahoot	Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes
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.	
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
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
Northumberland School Readiness Passport	The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life.	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
Oak Academy	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.	
Parent mail	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
Pebble	Online platform to help schools fundraise.	
Performance Management	Staff appraisals	
Personnel files	Information relating to staff employment	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
Place Leisure- School Swimming Management System	The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim	yes

	instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for.	
PS Financials	Accounting, purchasing, budgeting and reporting software.	
Purple Mash	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
RealSmart	Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
School Cloud	SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far beyond version one. We've organically grown our team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations.	
School Gateway	School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School	



	Gateway.	
School's Mutual	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Schoolcomms	Communication app for parents	
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
Skype	Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images	
Smoothwall Filter	Unparalleled, 100% real-time filtering, designed from the ground up for UK education. Trusted by 1 in 3 schools.	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Sophos Central	A management module for the computer antivirus software Sophos Intercept X and firewall Sophos XGS. Both the software and the firewall records network traffic for all users.	
SPAG	Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Teach your Monster to Read	Teach Your Monster to Read is an award-winning series of games that's helped millions of children learn	

	to read.	
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.	
UCAS	University Applications	
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
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	

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

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

System used: BBC Bitesize	
<b>Owner</b>	Harbottle C of E 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>

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

	<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 and Medical Information</li> <li>• Religion</li> <li>• Martial status</li> <li>• Language</li> <li>• Passport information</li> <li>• Dietary requirements</li> <li>• Absences</li> <li>• Car information</li> <li>• Next of Kin</li> <li>• Payroll number</li> <li>• DBS Information</li> </ul>
<b>Why is it being processed?</b>	<a href="https://bromcom.com/privacy-policy/">https://bromcom.com/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://bromcom.com/privacy-policy/">https://bromcom.com/privacy-policy/</a>

<b>System used: Canva</b>	
<b>Owner</b>	Harbottle C of E 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> <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
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System used: CGP	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	from the UK's No.1 Educational Publisher Incredible online teaching resources, plus CGP Books extras just for members!
<b>Personal Data Items</b>	<p><b>pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.cgppplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d1137b6a6/CGP-Account-Privacy-Notice-3">https://www.cgppplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d1137b6a6/CGP-Account-Privacy-Notice-3</a>
<b>Who is data shared with?</b>	<a href="https://www.cgppplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d1137b6a6/CGP-Account-Privacy-Notice-3">https://www.cgppplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d1137b6a6/CGP-Account-Privacy-Notice-3</a>

System used: Child Protection Records - Electronic	
<b>Owner</b>	Harbottle C of E 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> <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

System used: Child Protection Records - Paper	
<b>Owner</b>	Harbottle C of E 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> <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> </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>	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

System used: Consent for educational visits	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Consent information for all educational visits including day trips and residential visits
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <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: Data tracking spreadsheets	
<b>Owner</b>	Harbottle C of E 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: Debbie Judd HR

<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• All staff employment details</li> </ul>
<b>Why is it being processed?</b>	<a href="https://debbiejuddhr.co.uk/about-us/">https://debbiejuddhr.co.uk/about-us/</a>
<b>Who is data shared with?</b>	<a href="https://debbiejuddhr.co.uk/about-us/">https://debbiejuddhr.co.uk/about-us/</a>

System used: DFE-Census and workforce Census

<b>Owner</b>	Harbottle C of E 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: Dietary requirements information sheets

<b>Owner</b>	Harbottle C of E 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: Education Mutual

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

System used: EVOLVE visits

<b>Owner</b>	Harbottle C of E 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.'

System used: Frog Learning	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Online learning application linked to School360. Provides resources for a wide range of curricular areas.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> </ul>
<b>Why is it being processed?</b>	To allow secure individual access access to the online learning materials.
<b>Who is data shared with?</b>	Shared with school with Staff.

System used: Future Me (NECOP and NUFC)	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	<p>he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased</p>

	awareness and understanding of higher education opportunities and progression pathways in the region.
<b>Personal Data Items</b>	<p><b>pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• email</li> <li>• address</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</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>	<a href="https://futureme.ac.uk/about/data-protection">https://futureme.ac.uk/about/data-protection</a>
<b>Who is data shared with?</b>	<a href="https://futureme.ac.uk/about/data-protection">https://futureme.ac.uk/about/data-protection</a>

<b>System used: Google Classroom</b>	
<b>Owner</b>	Harbottle C of E 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>	Harbottle C of E 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> </ul>

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

System used: Google Meet	
<b>Owner</b>	Harbottle C of E 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: Health & Safety	
<b>Owner</b>	Harbottle C of E 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> </ul>

	<ul style="list-style-type: none"> <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

<b>System used: Huggg</b>	
<b>Owner</b>	Harbottle C of E 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>

<b>System used: ICT North</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	IT services for schools
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Username</li> <li>• Email address</li> <li>• Temporary passwords</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Username</li> <li>• Email address</li> <li>• Temporary passwords</li> </ul>

<b>Why is it being processed?</b>	ICT support to end users at site / access to school IT equipment.
<b>Who is data shared with?</b>	Staff, pupils, ICT North administrators

System used: Jigsaw Education Group	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	provide comprehensive, high-quality resources for PSHE and RE that empower teachers and support student wellbeing. Our innovative curriculum helps students develop the knowledge, skills, and values they need to thrive in today's world. We offer a range of ready-to-use resources, including lesson plans, activities, and interactive tools, designed to make teaching engaging and effective. From Early Years to Secondary, Jigsaw provides everything teachers need to deliver meaningful, impactful lessons that promote both personal growth and academic success.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Role at school/place of work</li> <li>• work email</li> <li>• school telephone</li> </ul>
<b>Why is it being processed?</b>	To fulfill contract to provide resources/services.
<b>Who is data shared with?</b>	We will not sell or disclose your personal information to a third party. However, we will disclose specific information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on us or the site; (b) protect and defend the rights or property of the Jigsaw Education Group; and, (c) act under exigent circumstances to protect the personal safety of users of the Jigsaw Education Group, or the public

System used: Kahoot	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online.
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>

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

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

System used: Looked After Children Records - Electronic	
<b>Owner</b>	Harbottle C of E 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> </ul>



	<ul style="list-style-type: none"> <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

<b>System used: Looked After Children Records - Paper</b>	
<b>Owner</b>	Harbottle C of E 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> </ul>

	<ul style="list-style-type: none"> <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>	Harbottle C of E 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)

System used: Medical Files - Paper	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Information in respect of specific medical needs of an individual student
<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>• 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>	Harbottle C of E 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> </ul>

	<ul style="list-style-type: none"> <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

System used: Microsoft Teams	
<b>Owner</b>	Harbottle C of E 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>

System used: MS Office Suite	
<b>Owner</b>	Harbottle C of E 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>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Governor</b> <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: My Maths	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Year</li> <li>• Class</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
<b>Who is data shared with?</b>	Shared within school.

System used: National Tutoring Programme (NTP)	
<b>Owner</b>	Harbottle C of E 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: Northumberland School Readiness Passport	
<b>Owner</b>	Harbottle C of E 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>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Date of Birth</li> <li>• Unique Identifier</li> <li>• PP Information</li> <li>• Entitlement of hours</li> <li>• Special Needs Information</li> <li>• Development Progress</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings.
<b>Who is data shared with?</b>	<a href="https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf">https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf</a>

System used: Nursery (Early Years) files	
<b>Owner</b>	Harbottle C of E 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> </ul>

	<ul style="list-style-type: none"> <li>• Religion</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Parent work details</li> <li>• Emergency contact details</li> <li>• Former placements</li> <li>• Medical information</li> <li>• Ethnic origin</li> <li>• SEN information</li> <li>• EAL</li> <li>• Armed forces</li> <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

<b>System used: Oak Academy</b>	
<b>Owner</b>	Harbottle C of E 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>

<b>System used: Parent mail</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events
<b>Personal Data Items</b>	<b>School</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• School email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Title</li> <li>• e-mail</li> <li>• Gender</li> <li>• Telephone number</li> <li>• DOB</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year</li> <li>• Parent/carer name</li> <li>• Title</li> <li>• Class</li> <li>• Gender</li> <li>• DOB</li> <li>• Address</li> <li>• DOB</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• email address</li> <li>• Title</li> <li>• Gender</li> <li>• Address</li> </ul>
<b>Why is it being processed?</b>	To provide access to a range of communication and payment tools
<b>Who is data shared with?</b>	School staff

<b>System used: Pebble</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Online platform to help schools fundraise.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> </ul>



	<ul style="list-style-type: none"> <li>• Email</li> </ul>
<b>Why is it being processed?</b>	To provide an online platform to help schools manage fundraising and provide an easy system for parents to access fundraising.
<b>Who is data shared with?</b>	School staff

<b>System used: Performance Management</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Staff appraisals
<b>Why is it being processed?</b>	To assist SLT in reviewing performance
<b>Who is data shared with?</b>	Staff member

<b>System used: Personnel files</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Information relating to staff employment
<b>Personal Data Items</b>	<b>Staff</b> <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: Photographs and videos of staff and pupils.</b>	
<b>Owner</b>	Harbottle C of E 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>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> </ul>

	<ul style="list-style-type: none"> <li>• Video</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photograph (unnamed)</li> <li>• Video (unnamed)</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> </ul>
<b>Why is it being processed?</b>	To celebrate the life and work of the school.
<b>Who is data shared with?</b>	The public

System used: Place Leisure- School Swimming Management System	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• UPN</li> <li>• Year Group</li> <li>• DOB</li> <li>• Gender</li> <li>• SEN information</li> <li>• Medical Needs</li> <li>• EAL</li> <li>• Pupil Premium</li> </ul>
<b>Why is it being processed?</b>	To capture the progress of children in swimming
<b>Who is data shared with?</b>	N/A

System used: PS Financials	
<b>Owner</b>	Harbottle C of E First School

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

<b>System used: Purple Mash</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year Group</li> <li>• School</li> <li>• Age</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> </ul>
<b>Why is it being processed?</b>	To provide online access to a range of Edtech software.
<b>Who is data shared with?</b>	School staff

<b>System used: Read Write Inc Website (<a href="http://www.ruthmiskin.com">www.ruthmiskin.com</a>)</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	A website linked to the scheme Read Write Inc which includes a staff portal.
<b>Personal Data Items</b>	<b>Staff</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Email</li> <li>• Telephone Number</li> <li>• Role</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.ruthmiskin.com/en/privacy-policy/">https://www.ruthmiskin.com/en/privacy-policy/</a>

System used: RealSmart	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• MIS id</li> <li>• Classes</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• UPN</li> <li>• Classes</li> <li>• Attendance</li> <li>• Achievement and behaviour</li> </ul>
<b>Why is it being processed?</b>	To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education.
<b>Who is data shared with?</b>	Staff & Pupils

System used: Recruitment information	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Part of the job application process
<b>Personal Data Items</b>	<p><b>Name</b></p> <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>	Harbottle C of E First School
<b>Description</b>	Daily register, after school club registers, lunch register
<b>Personal Data Items</b>	<p><b>Child</b></p> <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>	Harbottle C of E 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>

	<b>External Support Workers</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	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: Safeguarding Records - Paper</b>	
<b>Owner</b>	Harbottle C of E 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
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System used: School Cloud	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far beyond version one. We've organically grown our team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations.
<b>Personal Data Items</b>	<p><b>Parents</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> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.schoolcloud.co.uk/privacy-notice.asp">https://www.schoolcloud.co.uk/privacy-notice.asp</a>
<b>Who is data shared with?</b>	<a href="https://www.schoolcloud.co.uk/privacy-notice.asp">https://www.schoolcloud.co.uk/privacy-notice.asp</a>

System used: School Gateway	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.
<b>Personal Data Items</b>	<p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul>

	<b>child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• medical condition</li> </ul>
<b>Why is it being processed?</b>	<a href="https://schoolcomms.com/privacy-policy/">https://schoolcomms.com/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://schoolcomms.com/privacy-policy/">https://schoolcomms.com/privacy-policy/</a>

System used: School's Mutual	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.
<b>Personal Data Items</b>	<p><b>Staff responsible for making the decisions relating to scheme of cover</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• school phone number</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Position</li> <li>• Marital status</li> <li>• Job description and working hours</li> <li>• Medical history including details of pre-existing medical/health conditions</li> <li>• Information relating to current health/medical condition and previous absence records</li> </ul>
<b>Why is it being processed?</b>	<ul style="list-style-type: none"> <li>• Under a contract, or to take steps to enter into a contract in respect of membership of the Mutual fund and the services provided therein.</li> <li>• To comply with a legal obligation</li> <li>• For our legitimate interests or those of a third party (provided the individual's rights and freedoms are not overridden)</li> <li>• to protect the vital interests of the data subject or another natural person</li> <li>• The data subject has freely given clear consent</li> </ul>
<b>Who is data shared with?</b>	To manage and administer the fund, we need to share personal data with third-party processors. These may include: <ul style="list-style-type: none"> <li>• Schools Advisory Service (SAS) – the fund administrator</li> <li>Wellbeing Services</li> </ul> Personal data may also be shared with third-party service providers who deliver specific Medical and Wellbeing services or activities to members' staff. In all instances SAS Mutual CIC will: <ul style="list-style-type: none"> <li>• Establish a data-sharing agreement with the supplier or contractor, either in the contract or MUTUAL V2 Page 4 as a standalone agreement, to ensure the fair and lawful processing of</li> </ul>



	<p>personal data following your policies, our policies and the data protection legislation • Only share data to the extent that the sub-processor or service provider needs it to deliver their service and to keep them safe while working with you and us. Others We may also share the contact details of your organisation with other companies in the group if we believe their services would be of interest and benefit to you. We use third-party service providers such as MailChimp to send marketing materials. We may share the name and contact email addresses of members, former members, and prospective member organisations with those service providers to assist us in carrying out this processing activity</p>
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System used: School360	
<b>Owner</b>	Harbottle C of E 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> <p><b>Staff</b></p> <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: Schoolcomms	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Communication app for parents
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Attendance data</li> </ul> <p><b>Parent</b></p>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• e-mail address</li> <li>• Mobile number</li> </ul>
<b>Why is it being processed?</b>	To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.
<b>Who is data shared with?</b>	'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.'

System used: Senso Cloud	
<b>Owner</b>	Harbottle C of E 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>	Harbottle C of E 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> </ul>

	<ul style="list-style-type: none"> <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>	Harbottle C of E 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> </ul>

- Date of birth
- Address
- Title
- Gender
- Class
- Year
- Parent/carer name
- UPN
- Dietary Requirements
- Medical information
- Attendance/exclusion
- FSM
- SEN
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

#### **Parent/Carer**

- Name
- Address
- Phone number
- email address
- Gender
- Title
- DOB
- Parental responsibility
- Language
- Occupation

#### **Staff**

- Name
- Address
- Phone number
- email address
- Title
- Gender
- DOB
- NI Number
- Ethnicity
- Bank Account Information
- Qualifications
- Disability & Medical Information
- Religion
- Marital status
- Language
- Passport Information
- Dietary requirements
- Absences
- Car information
- Next of Kin
- Payroll number
- DBS Information

<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: Skype	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images
<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">https://privacy.microsoft.com/en-us</a>
<b>Who is data shared with?</b>	<a href="https://privacy.microsoft.com/en-us">https://privacy.microsoft.com/en-us</a>

System used: Smoothwall Filter	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Unparalleled, 100% real-time filtering, designed from the ground up for UK education. Trusted by 1 in 3 schools.
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School ID Number</li> <li>• Email address</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>	<a href="https://qoria.com/privacy">https://qoria.com/privacy</a>

System used: Social media sites e.g. Twitter, Facebook	
<b>Owner</b>	Harbottle C of E 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

<b>System used: Sophos Central</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	A management module for the computer antivirus software Sophos Intercept X and firewall Sophos XGS. Both the software and the firewall records network traffic for all users.
<b>Personal Data Items</b>	<b>User</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• IP address</li> <li>• Email address</li> <li>• Email subject data</li> </ul>
<b>Why is it being processed?</b>	Data stored in the Sophos Central is processed for the benefit of the customer and analysed for purposes of Sophos threat detection and response, reporting, customer-side analysis, and future innovation.
<b>Who is data shared with?</b>	Other products within Sophos Central (Sophos Labs or Sophos AI) for data analysis, threat detection, technical support, evolution of products.

<b>System used: SPAG</b>	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group
<b>Personal Data Items</b>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>Child</b> <ul style="list-style-type: none"> <li>• Age</li> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.spag.com/Content/privacy.pdf">https://www.spag.com/Content/privacy.pdf</a>
<b>Who is data shared with?</b>	<a href="https://www.spag.com/Content/privacy.pdf">https://www.spag.com/Content/privacy.pdf</a>

<b>System used: Tapestry</b>	

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

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

System used: The National College	
<b>Owner</b>	Harbottle C of E First School
<b>Description</b>	A provider of online training for staff & governors
<b>Personal Data Items</b>	<p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job Title</li> <li>• Email</li> <li>• Phone number</li> </ul> <p><b>Governor</b></p> <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>	Harbottle C of E 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>	Harbottle C of E 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>	<b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul> <b>child</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>
<b>Who is data shared with?</b>	<a href="https://www.twinkl.co.uk/legal">https://www.twinkl.co.uk/legal</a>

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

<b>System used: Visitor book</b>	
<b>Owner</b>	Harbottle C of E 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
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System used: White Rose Maths and Science	
<b>Owner</b>	Harbottle C of E 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>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Email address</li> <li>• Payment details</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Email address</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>
<b>Who is data shared with?</b>	<a href="https://whiterosemaths.com/privacy/">https://whiterosemaths.com/privacy/</a>

System used: Wonde	
<b>Owner</b>	Harbottle C of E 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>

	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/group</li> <li>• Year</li> <li>• UPN</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

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