



**Berwick Academy**

**GDPR Privacy Notice Summary Report**

**Date: 03/04/2026**

Data Protection Officer: Wallis Bath

## 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
4Matrix	4Matrix is the essential professional software system for the management of school performance data.	
Accelerated Reader	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
BBC Bitesize	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams	
CCTV	CCTV	
Child Protection Records - Paper	Records relating to child protection issues for individual pupils	yes
Civica- Occupational Health (formerly OPAS)	Occupation health software	yes
Class Charts	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.	
ClassCharts - Edukey	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey	

	software.	
Classroom monitor	Classroom Monitor is the most widely used assessment tool in the UK, it specialises in assessment for learning, pupil tracking and formative assessment.	
Compass and careers tracking	We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks. Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
CRB Cunninghams	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
DfE (Gov.uk)	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)	
DFE-Census and workforce Census	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools	

	<p>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)</p> <p>Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.</p>	
Dietary requirements information sheets	Required documents for specific children with severe allergies / intolerances and religious observations (food)	yes
Edval -Timetabling	<p>We are masters at creating school timetables. Our software is designed to make education easier for everyone. So our products are in fact, solutions. Solutions developed by solving real problems, faced by real schools. Construct the timetable, by either an automated or a manual process Automatically fix teacher and/or room clashes Generate option blocks and sports lists. Facilitates comprehensive class list management: Round robin swaps for student Options, Mischievous/Buddy Pairs, Collapse classes and balance class sizes</p>	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board	
FFT Aspire	Performance analysis, target setting, pupil progress tracking, attendance tracking and reading assessment.	yes
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 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</p> <p>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</p>	

	education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region.	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
HMRC (gov.uk)	HMRC is the UK's tax, payments and customs authority, and we have a vital purpose: we collect the money that pays for the UK's public services, and help families and individuals with targeted financial support.	
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
Kerboodle	Kerboodle works alongside your course textbooks to seamlessly integrate quality digital resources into all of your lessons – both in school and at home. Packed with customisable learning content, assessment materials and reporting tools, Kerboodle allows you to seamlessly integrate quality digital resources into your classroom. Over 3 million students and teachers currently use Kerboodle across 60 courses and a wide range of subjects including Modern Languages, Science, Mathematics, English and Geography	
Literacy Assessment Online - Edukey	Online tools to measure, track & improve literacy in schools.	
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 startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for	

	<p>free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background</p>	
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
Nereo (Matrix)	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.	
Newcastle United Foundation	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.	
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.	
Oracle E-Business Suite	Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.	
Parent mail	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
ParentPay	ParentPay is an online payment service for schools and families.	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
Pearson	Pearson provides education, training and assessment/verification services around the world (our "Services"). We work directly with individuals such as students, parents, teachers, and other professionals, and provide our Services to institutions (such as schools, universities, employers).	yes
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.	
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 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 Jotter	School Jotter provide website design and hosting services to schools. They host and store pupil and staff images that are displayed on the public facing website.	
School360	Learning platform for Northumberland schools with	yes

	links to 3rd party educational resource providers.	
Schoolcomms	Communication app for parents	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
Sign-In App	Electronic sign-in software for the school / fire regulations / emergency evacuation	
SIMS	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.	yes
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
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.	
Sparx Learning	Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes.	yes
Sports Leader UK	Awarding body for L3 award in Sport leadership	
STEM	Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access.	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes
UCAS	University Applications	
Unifrog	Research platform for destinations	
Vimeo	Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player	
WardHadaway	As a full service law firm, we offer a huge variety of services to a wide cross section of client groups. Those working in the public and third sectors operate in an often sensitive environment. They can be under significant scrutiny, as they use limited resources to try to achieve maximum impact and benefit. So whether	yes

	working with educational establishments, local authorities or blue light services, with charities or social enterprises, our teams are highly experienced in providing a robust, efficient and effective service.	
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.	
ACCESS Finance Software	Accounting System - paperless. System is a cloud based finance management system	
Cashless Catering CBR	System used by Canteen staff to manage the school catering, produce reports, issue cards etc.	
Class Charts	Save teachers time & reduce workload with our data rich seating plans. Improve pupil behaviour with our fast and effective behaviour management.	
CSE Helpdesk and Booking System	Used by staff to make ICT Room Bookings and to submit ICT faults and incidents.	
CSE Magellan	Used by students and staff to access school network resources while at home. Also for single sign on access to cloud services.	
Educake	Educake provides online homework and revision for secondary maths, English, geography, computer science, history, and the sciences. It's based on a bank of thousands of specification-mapped questions.	
Free Flow Info	reeFlowInfo (ffi) is a new and transformative school improvement tool which enables schools to develop meaningful, manageable and sustainable Parental Engagement. Developed and refined through 6 years of school-based action research, FFI replaces traditional, time consuming methods of reporting to parents with a new approach that enables parents, regardless of their social and educational backgrounds, to have a positive impact on their children's achievement, whilst reducing workload for teachers.	
Hegarty Maths	Hegarty Maths is an educational subscription tool used by schools in the United Kingdom. It is sometimes used as a replacement for general mathematics homework tasks. Its creator, Colin Hegarty, was the UK Teacher of the Year in 2015 and shortlisted for the Varkey Foundation's Global Teacher Prize in 2016	
ICT North	Manage school IT infrastructure	
Kahoot	Learning games for students in schools	
Microsoft Active Directory	Environment to allow the creation and management	

	of network user and computer accounts. Also provides ability to create policies that can be applied to AD objects on the network.	
Microsoft File Services	Students and Staff write to and read data from our school File server ba-fs01. BA-/FS01 is a virtual server located on a Hyper V cluster. The storage space for the file-server provided by the SAN.	
MyHive	Need to double check this as it is a cloud based system that allows us to control our Aerohive wireless access points.????????????????	
Oliver v5	Oliver v5 offers a digital rich, engaging experience for the entire school community. As a fully web based solution it can be accessed from any desktop or tablet device, allowing students to discover library and learning resources 24/7 in school, from home or on the go.	
Papercut	Print Management software application. Centrally managed from internal server BA-PCUT	
Quizzlet	To produce quizzes for students.	
Securus	Monitoring system for E-Safety and Safeguarding. Installed on dedicated physical hardware.	
Show My Homework	Build your school's bespoke learning platform, choosing from award-winning classroom management & whole-school apps, including Show My Homework. Satchel One gives your school better control over everything you need.	
Slgninapp	Allows visitors to school to sign in keeps logs etc	
Smoothwall	Firewall and web filtering services. Dedicated physical hardware	
Sophos Anti Virus		
Trapeze Wireless	Hardware based MX that controls our whole school wireless network. Dedicated physical hardware.	
VEEAM	Data backup system. Installed on dedicated physical hardware.	

System used: 4Matrix	
<b>Owner</b>	Berwick Academy
<b>Description</b>	4Matrix is the essential professional software system for the management of school performance data.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Attainment</li> <li>• Class</li> <li>• Group</li> </ul>
<b>Why is it being processed?</b>	4Matrix provides power tools for use at key stages 3, 4 and 5, to analyse, compare, forecast and report on the performance of subjects, the progress made by different groups of pupils, the consistency and impact of teaching, and key school performance indicators.
<b>Who is data shared with?</b>	Not shared

System used: Accelerated Reader	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.
<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>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	To generate information on the reading abilities of pupils
<b>Who is data shared with?</b>	Not shared

System used: Accident Report Form	
<b>Owner</b>	Berwick Academy
<b>Description</b>	ACC1 form for reporting accidents to NCC
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> </ul>

	<ul style="list-style-type: none"> <li>• Date and time of accident</li> <li>• nature of injury</li> <li>• Place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of injury</li> <li>• nature of injury</li> <li>• place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	Statutory obligations to comply with Health and Safety regulations.
<b>Who is data shared with?</b>	NCC / parents

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

<b>System used: Attendance file</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Attendance information about pupils and classes

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

<b>System used: BBC Bitesize</b>	
<b>Owner</b>	Berwick Academy
<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>	<b>teacher</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> </ul> <b>child</b> <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: CCTV</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	CCTV

<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Images</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Images</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Images</li> </ul>
<b>Why is it being processed?</b>	Safeguarding
<b>Who is data shared with?</b>	Police in event of criminal investigations

System used: Child Protection Records - Paper	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Records relating to child protection issues for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> </ul>

	<ul style="list-style-type: none"> <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: Civica- Occupational Health (formerly OPAS)	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Occupation health software
<b>Personal Data Items</b>	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Employment Details</li> <li>• Health Information</li> <li>• Absence Information</li> </ul>
<b>Why is it being processed?</b>	To provide occupational health support to staff
<b>Who is data shared with?</b>	School staff, HR provider, Staff member

System used: Class Charts	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.
<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>age</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.edukey.co.uk/gdpr-compliance/">https://www.edukey.co.uk/gdpr-compliance/</a>
<b>Who is data shared with?</b>	<a href="https://www.edukey.co.uk/gdpr-compliance/">https://www.edukey.co.uk/gdpr-compliance/</a>

System used: ClassCharts - Edukey

<b>Owner</b>	Berwick Academy
<b>Description</b>	Class Charts offers a solution for seating plans & improving and tracking behaviour in school. Seating plans for SIMS are available with this piece of Edukey software.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Phone number</li> <li>• IP Address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photograph</li> <li>• Year</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	To provide access to the online tools in Classcharts
<b>Who is data shared with?</b>	Shared securely with staff in school

System used: Classroom monitor

<b>Owner</b>	Berwick Academy
<b>Description</b>	Classroom Monitor is the most widely used assessment tool in the UK, it specialises in assessment for learning, pupil tracking and formative assessment.
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Class</li> <li>• Assessment data</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	To provide access to comprehensive? online assessment and pupil progress tracking tools.
<b>Who is data shared with?</b>	Not shared

System used: Compass and careers tracking

<b>Owner</b>	Berwick Academy
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<b>Description</b>	We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks. Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year
<b>Personal Data Items</b>	<b>pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• class</li> </ul>
<b>Why is it being processed?</b>	<a href="https://compass.careersandenterprise.co.uk/info">https://compass.careersandenterprise.co.uk/info</a>
<b>Who is data shared with?</b>	<a href="https://compass.careersandenterprise.co.uk/info">https://compass.careersandenterprise.co.uk/info</a>

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

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

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

System used: CRB Cunninghams	
<b>Owner</b>	Berwick Academy
<b>Description</b>	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.
<b>Personal Data Items</b>	<b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Registration group</li> <li>• Year</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Free school meal eligibility</li> <li>• Admission number</li> <li>• Photograph</li> <li>• Biometric data (if used by school).</li> </ul> <b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Address</li> </ul>

<b>Why is it being processed?</b>	To provide users with access to the cashless payment system for school meals.
<b>Who is data shared with?</b>	Not shared

System used: Data tracking spreadsheets	
<b>Owner</b>	Berwick Academy
<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: DfE (Gov.uk)	
<b>Owner</b>	Berwick Academy
<b>Description</b>	The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA)
<b>Why is it being processed?</b>	We receive your personal information indirectly from other organisations. For example, we collect information about: you, your learning and your achievements - we collect this information from educational settings like early years providers, schools, academies, independent schools, colleges and training providers and from your employer, if applicable children in need, children looked after and alternative provision - we collect this information from local authorities you to support research and to safeguard children - we collect this information from other government departments, early years providers, schools, academies, independent schools, colleges and training providers your exam results - we receive this from awarding organisations and exam boards teachers and employees in educational settings or local authorities - we collect this information from the educational setting or local authorities
<b>Who is data shared with?</b>	<a href="https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information">https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information</a>

System used: DFE-Census and workforce Census

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

System used: Edval -Timetabling

<b>Owner</b>	Berwick Academy
<b>Description</b>	We are masters at creating school timetables. Our software is designed to make education easier for everyone. So our products are in fact, solutions. Solutions developed by solving real problems, faced by real schools. Construct the timetable, by either an automated or a manual process Automatically fix teacher and/or room clashes Generate option blocks and sports lists. Facilitates comprehensive class list management: Round robin swaps for student Options, Mischievous/Buddy Pairs,

	Collapse classes and balance class sizes
<b>Personal Data Items</b>	<b>teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.edval.education/privacy-policy">https://www.edval.education/privacy-policy</a>
<b>Who is data shared with?</b>	<a href="https://www.edval.education/privacy-policy">https://www.edval.education/privacy-policy</a>

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

System used: Examination Boards administration	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Gender</li> <li>• Unique Candidate identifier</li> <li>• Unique Learner Number</li> <li>• Legal Name</li> <li>• Coursework marks</li> </ul>

	<ul style="list-style-type: none"> <li>• Forecast grades</li> </ul>
<b>Why is it being processed?</b>	Exam entry and issuing of qualifications
<b>Who is data shared with?</b>	Examination Board

System used: FFT Aspire	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Performance analysis, target setting, pupil progress tracking, attendance tracking and reading assessment.
<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>• Job Title</li> <li>• Phone Number</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DoB</li> <li>• Gender</li> <li>• Language</li> <li>• Ethnicity</li> <li>• School</li> <li>• Attendance</li> <li>• Exam and assessment information</li> <li>• SEND information</li> <li>•</li> </ul>
<b>Why is it being processed?</b>	<a href="https://fft.org.uk/viewer/?pdf=FFT-Privacy-Notice&amp;d=FFT%20Privacy%20Notice&amp;l=/privacy">https://fft.org.uk/viewer/?pdf=FFT-Privacy-Notice&amp;d=FFT%20Privacy%20Notice&amp;l=/privacy</a>
<b>Who is data shared with?</b>	<a href="https://fft.org.uk/viewer/?pdf=FFT-Privacy-Notice&amp;d=FFT%20Privacy%20Notice&amp;l=/privacy">https://fft.org.uk/viewer/?pdf=FFT-Privacy-Notice&amp;d=FFT%20Privacy%20Notice&amp;l=/privacy</a>

System used: Future Me (NECOP and NUFC)	
<b>Owner</b>	Berwick Academy
<b>Description</b>	<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 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</p>

	<p>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 awareness and understanding of higher education opportunities and progression pathways in the region.</p>
<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: Governance</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Details of all members of the Governing Body
<b>Personal Data Items</b>	<p><b>Name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> <li>• Photos</li> <li>• Attendance at Meetings</li> <li>• Pecuniary Interests</li> </ul>
<b>Why is it being processed?</b>	Statutory Requirement
<b>Who is data shared with?</b>	Local Authority and the general public

<b>System used: HAF- HolidayActivities</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	The dedicated platform built to run and report on your local authority HAF programme.

<b>Why is it being processed?</b>	To run and report HAF programme for schools.
<b>Who is data shared with?</b>	<a href="https://www.holidayactivities.com/privacy-notice/">https://www.holidayactivities.com/privacy-notice/</a>

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

System used: HMRC (gov.uk)	
<b>Owner</b>	Berwick Academy
<b>Description</b>	HMRC is the UK's tax, payments and customs authority, and we have a vital purpose: we collect the money that pays for the UK's public services, and help families and individuals with targeted financial support.
<b>Why is it being processed?</b>	To collect money that pays for public services.
<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: Huggg	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.

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

System used: Kerboodle	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Kerboodle works alongside your course textbooks to seamlessly integrate quality digital resources into all of your lessons – both in school and at home. Packed with customisable learning content, assessment materials and reporting tools, Kerboodle allows you to seamlessly integrate quality digital resources into your classroom. Over 3 million students and teachers currently use Kerboodle across 60 courses and a wide range of subjects including Modern Languages, Science, Mathematics, English and Geography
<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://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>
<b>Who is data shared with?</b>	<a href="https://global.oup.com/privacy?cc=us">https://global.oup.com/privacy?cc=us</a>

System used: Literacy Assessment Online - Edukey	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Online tools to measure, track & improve literacy in schools.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> </ul>

	<ul style="list-style-type: none"> <li>• Class</li> <li>• Gender</li> <li>• Performance data</li> </ul>
<b>Why is it being processed?</b>	To provide access to a range of tools to support schools in raising standards in Literacy across the school.
<b>Who is data shared with?</b>	Shared internally in school.

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

System used: Looked After Children Records - Paper	
<b>Owner</b>	Berwick Academy

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

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

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

<b>System used: Medical Files - Paper</b>	
<b>Owner</b>	Berwick Academy
<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> </ul>

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

System used: Microsoft Teams	
<b>Owner</b>	Berwick Academy
<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>	<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://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>	Berwick Academy
<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>	Berwick Academy
<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>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <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.

<b>System used: National Tutoring Programme (NTP)</b>	
<b>Owner</b>	Berwick Academy
<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>	<p><b>Child</b></p> <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>

<b>System used: Nereo (Matrix)</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector.

	Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.
<b>Personal Data Items</b>	<b>All Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>
<b>Who is data shared with?</b>	<a href="https://www.nereo.gov.uk/privacy-notice/">https://www.nereo.gov.uk/privacy-notice/</a>

System used: Newcastle United Foundation	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Forename</li> <li>• Surname</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Disability</li> <li>• School</li> <li>• Year Group</li> <li>• Class name</li> </ul>
<b>Why is it being processed?</b>	to provide data to premier league on progress of children using NUFC Foundation
<b>Who is data shared with?</b>	School/Newcastle Foundation

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

<b>System used: Parent mail</b>	
<b>Owner</b>	Berwick Academy
<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> <b>Staff</b> <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> <b>Pupil</b> <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> </ul>

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

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

System used: Pearson	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Pearson provides education, training and assessment/verification services around the world (our "Services"). We work directly with individuals such as students, parents, teachers, and other professionals, and provide our Services to institutions (such as schools, universities, employers).
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Information collected as part of Examinations, certifications, Educational Courses, and Tutoring</li> <li>• Health data for access arrangements</li> <li>• Biometric face and voice technology to prevent cheating</li> <li>• Other sensitive information for equality monitoring</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.pearson.com/en-gb/privacy-center/privacy-notices.html">https://www.pearson.com/en-gb/privacy-center/privacy-notices.html</a>
<b>Who is data shared with?</b>	<a href="https://www.pearson.com/en-gb/privacy-center/privacy-notices.html">https://www.pearson.com/en-gb/privacy-center/privacy-notices.html</a>

System used: Personnel files

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

System used: Photographs and videos of staff and pupils.

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

System used: Recruitment information

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

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

System used: Safeguarding Records - Electronic	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Records relating to safeguarding of children
<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>• Child Protection Plan/Actions</li> </ul> <b>Parent/Carers</b>

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

<b>System used: Safeguarding Records - Paper</b>	
<b>Owner</b>	Berwick Academy
<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

<b>System used: School Gateway</b>	
<b>Owner</b>	Berwick Academy
<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> <p><b>child</b></p> <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>

<b>System used: School Jotter</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	School Jotter provide website design and hosting services to schools. They host and store pupil and staff images that are displayed on the public facing website.
<b>Personal Data Items</b>	<b>Staff</b>

	<ul style="list-style-type: none"> <li>• Photographs</li> <li>• Video</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Photographs</li> <li>• Video</li> </ul>
<b>Why is it being processed?</b>	To provide images for the school website to celebrate the life and work of the school.
<b>Who is data shared with?</b>	The public

<b>System used: School360</b>	
<b>Owner</b>	Berwick Academy
<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

<b>System used: Schoolcomms</b>	
<b>Owner</b>	Berwick Academy
<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: SEND electronic records	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Records relating to Special Educational Needs and Disability for individual pupils
<b>Personal Data Items</b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• SEND History</li> </ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact details</li> </ul>
<b>Why is it being processed?</b>	To ensure appropriate levels of support for the student in relation SEND needs

<b>Who is data shared with?</b>	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate
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System used: Send Paper Records	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Records relating to individual pupil's SEND history
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date Of Birth</li> <li>• Address</li> <li>• Medical Information</li> <li>• Health &amp; Social Care</li> <li>• Specific Educational Needs</li> <li>• Interventions In Place</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul>
<b>Why is it being processed?</b>	To support educational entitlement to meet statutory obligations
<b>Who is data shared with?</b>	Case workers, Parents, local Authority and Receiving Schools

System used: Sign-In App	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Electronic sign-in software for the school / fire regulations / emergency evacuation
<b>Personal Data Items</b>	<p><b>Staff</b></p> <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>	Berwick Academy
<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

<b>System used: Social media sites e.g. Twitter, Facebook</b>	
<b>Owner</b>	Berwick Academy
<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>	Berwick Academy
<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: Sparx Learning</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes.
<b>Personal Data Items</b>	<b>Student</b>

	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Gender</li> <li>• Student group e.g pupil premium, EAL</li> <li>• UPN</li> <li>• email</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> </ul> <p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email</li> <li>• Job Title</li> </ul>
<b>Why is it being processed?</b>	To produce personalised resources and to allow school to analyse performance of individual students and student groups. To allow parents to support pupil learning.
<b>Who is data shared with?</b>	Support companies and research partners

<b>System used: Sports Leader UK</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Awarding body for L3 award in Sport leadership
<b>Personal Data Items</b>	<p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• D.o.B</li> <li>• Contact details</li> <li>• Unique Learner Number</li> <li>• Assessment details</li> </ul>
<b>Why is it being processed?</b>	To gain qualifications
<b>Who is data shared with?</b>	Sport Leader UK

<b>System used: STEM</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access.
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>

	<p><b>child</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Age</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>
<b>Who is data shared with?</b>	<a href="https://www.stem.org.uk/privacy-policy">https://www.stem.org.uk/privacy-policy</a>

<b>System used: The National College</b>	
<b>Owner</b>	Berwick Academy
<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

<b>System used: Thrive</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Social and Emotional Screening Programme
<b>Personal Data Items</b>	<p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> </ul>

	<b>Staff</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul>
<b>Why is it being processed?</b>	Social & emotional development tracking
<b>Who is data shared with?</b>	School staff

System used: UCAS	
<b>Owner</b>	Berwick Academy
<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

System used: Unifrog	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Research platform for destinations
<b>Personal Data Items</b>	<b>Child</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Assessment information</li> <li>• Date of birth</li> </ul>
<b>Why is it being processed?</b>	To enable students to research possible destinations for post 16 and 18 study
<b>Who is data shared with?</b>	SLT and tutors

System used: Vimeo	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited

	bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player
<b>Personal Data Items</b>	<p><b>Teacher</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <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://vimeo.com/privacy">https://vimeo.com/privacy</a>
<b>Who is data shared with?</b>	<a href="https://vimeo.com/privacy">https://vimeo.com/privacy</a>

<b>System used: WardHadaway</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	As a full service law firm, we offer a huge variety of services to a wide cross section of client groups. Those working in the public and third sectors operate in an often sensitive environment. They can be under significant scrutiny, as they use limited resources to try to achieve maximum impact and benefit. So whether working with educational establishments, local authorities or blue light services, with charities or social enterprises, our teams are highly experienced in providing a robust, efficient and effective service.
<b>Personal Data Items</b>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• DOB</li> <li>•</li> </ul> <p><b>parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Addresss</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.wardhadaway.com/privacy-notice/">https://www.wardhadaway.com/privacy-notice/</a>
<b>Who is data shared with?</b>	<a href="https://www.wardhadaway.com/privacy-notice/">https://www.wardhadaway.com/privacy-notice/</a>

<b>System used: Wonde</b>	
<b>Owner</b>	Berwick Academy

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

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

<b>System used: ACCESS Finance Software</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Accounting System - paperless. System is a cloud based finance management system
<b>Why is it being processed?</b>	ACCESS is a Finance system to manage the academy's accounts. It will support the following: Generate consolidated financial statements Enable finance team to build approval workflows Non-finance staff can request new suppliers and raise purchase orders Upload and store documents against financial transactions Automate budget checks and commitment tracking

<b>Who is data shared with?</b>	Accountants
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System used: Cashless Catering CBR	
<b>Owner</b>	Berwick Academy
<b>Description</b>	System used by Canteen staff to manage the school catering, produce reports, issue cards etc.
<b>Personal Data Items</b>	<b>user</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Class Charts	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Save teachers time & reduce workload with our data rich seating plans. Improve pupil behaviour with our fast and effective behaviour management.
<b>Personal Data Items</b>	<b>Students</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> <b>Teacher</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.classcharts.com/Edukey%20Data%20Sharing%20Agreement_Class_Charts.pdf">https://www.classcharts.com/Edukey%20Data%20Sharing%20Agreement_Class_Charts.pdf</a>
<b>Who is data shared with?</b>	<a href="https://www.classcharts.com/Edukey%20Data%20Sharing%20Agreement_Class_Charts.pdf">https://www.classcharts.com/Edukey%20Data%20Sharing%20Agreement_Class_Charts.pdf</a>

System used: CSE Helpdesk and Booking System	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Used by staff to make ICT Room Bookings and to submit ICT faults and incidents.
<b>Personal Data Items</b>	<b>User</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: CSE Magellan	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Used by students and staff to access school network resources while at home. Also for single sign on access to cloud services.
<b>Personal Data Items</b>	<b>data</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Educake	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Educake provides online homework and revision for secondary maths, English, geography, computer science, history, and the sciences. It's based on a bank of thousands of specification-mapped questions.
<b>Personal Data Items</b>	<b>Student</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.educake.co.uk/aboutus/privacypolicy">https://www.educake.co.uk/aboutus/privacypolicy</a>
<b>Who is data shared with?</b>	<a href="https://www.educake.co.uk/aboutus/privacypolicy">https://www.educake.co.uk/aboutus/privacypolicy</a>

System used: Free Flow Info	
<b>Owner</b>	Berwick Academy
<b>Description</b>	reeFlowInfo (ffi) is a new and transformative school improvement tool which enables schools to develop meaningful, manageable and sustainable Parental Engagement. Developed and refined through 6 years of school-based action research, FFI replaces traditional, time consuming methods of reporting to parents with a new approach that enables parents, regardless of their social and educational backgrounds, to have a positive impact on their children's achievement, whilst reducing workload for teachers.
<b>Personal Data Items</b>	<b>user</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://freeflowinfo.co.uk/privacy-policy/">https://freeflowinfo.co.uk/privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://freeflowinfo.co.uk/privacy-policy/">https://freeflowinfo.co.uk/privacy-policy/</a>

System used: Hegarty Maths	
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<b>Owner</b>	Berwick Academy
<b>Description</b>	Hegarty Maths is an educational subscription tool used by schools in the United Kingdom. It is sometimes used as a replacement for general mathematics homework tasks. Its creator, Colin Hegarty, was the UK Teacher of the Year in 2015 and shortlisted for the Varkey Foundation's Global Teacher Prize in 2016
<b>Personal Data Items</b>	<b>user</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://hegartymaths.com/files/HM_General_Privacy_Notice.pdf">https://hegartymaths.com/files/HM_General_Privacy_Notice.pdf</a>
<b>Who is data shared with?</b>	<a href="https://hegartymaths.com/files/HM_General_Privacy_Notice.pdf">https://hegartymaths.com/files/HM_General_Privacy_Notice.pdf</a>

<b>System used: ICT North</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Manage school IT infrastructure
<b>Personal Data Items</b>	<b>School contact</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• email</li> <li>• Job title</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	Not shared

<b>System used: Kahoot</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Learning games for students in schools
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

<b>System used: Microsoft Active Directory</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Environment to allow the creation and management of network user and computer accounts. Also provides ability to create policies that can be applied to AD objects on the network.
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Microsoft File Services	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Students and Staff write to and read data from our school File server ba-fs01. BA-/FS01 is a virtual server located on a Hyper V cluster. The storage space for the file-server provided by the SAN.
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: MyHive	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Need to double check this as it is a cloud based system that allows us to control our Aerohive wireless access points.????????????????
<b>Personal Data Items</b>	<b>user</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Oliver v5	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Oliver v5 offers a digital rich, engaging experience for the entire school community. As a fully web based solution it can be accessed from any desktop or tablet device, allowing students to discover library and learning resources 24/7 in school, from home or on the go.
<b>Personal Data Items</b>	<b>Pupils</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.softlinkint.com/data-protection-privacy-policy/">https://www.softlinkint.com/data-protection-privacy-policy/</a>
<b>Who is data shared with?</b>	<a href="https://www.softlinkint.com/data-protection-privacy-policy/">https://www.softlinkint.com/data-protection-privacy-policy/</a>

System used: Papercut	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Print Management software application. Centrally managed from internal server BA-PCUT
<b>Personal Data Items</b>	<b>user</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>

<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Quizzlet	
<b>Owner</b>	Berwick Academy
<b>Description</b>	To produce quizzes for students.
<b>Why is it being processed?</b>	To allow students access in the event of lockdown.
<b>Who is data shared with?</b>	

System used: Securus	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Monitoring system for E-Safety and Safeguarding. Installed on dedicated physical hardware.
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

System used: Show My Homework	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Build your school's bespoke learning platform, choosing from award-winning classroom management & whole-school apps, including Show My Homework. Satchel One gives your school better control over everything you need.
<b>Personal Data Items</b>	<b>Student</b> <ul style="list-style-type: none"> <li>• Name</li> </ul>
<b>Why is it being processed?</b>	<a href="https://www.teamsatchel.com/legals/privacy_notice.html">https://www.teamsatchel.com/legals/privacy_notice.html</a>
<b>Who is data shared with?</b>	<a href="https://www.teamsatchel.com/legals/privacy_notice.html">https://www.teamsatchel.com/legals/privacy_notice.html</a>

System used: Siginapp	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Allows visitors to school to sign in keeps logs etc
<b>Personal Data Items</b>	<b>Staff contact</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Job Title</li> <li>• Email</li> </ul>

	<ul style="list-style-type: none"> <li>• Phone</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Car Reg [optional]</li> <li>• Company</li> </ul>
<b>Why is it being processed?</b>	Details of school contact for commercial reasons and support
<b>Who is data shared with?</b>	Not shared

<b>System used: Smoothwall</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Firewall and web filtering services. Dedicated physical hardware
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

<b>System used: Sophos Anti Virus</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

<b>System used: Trapeze Wireless</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Hardware based MX that controls our whole school wireless network. Dedicated physical hardware.
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	

<b>System used: VEEAM</b>	
<b>Owner</b>	Berwick Academy
<b>Description</b>	Data backup system. Installed on dedicated physical hardware.
<b>Why is it being processed?</b>	
<b>Who is data shared with?</b>	