

Berwick Academy

GDPR Privacy Notice Summary Report

Date: 01/11/2026

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
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 schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school’s existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
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 academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for	

	children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.	
Dietary requirements information sheets	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
Duke of Edinburgh's Award	DofE offers young people the chance to strive for achievement, overcome obstacles, and set their minds to a personal challenge. DofE is open to any young person aged 14-24. Each young person builds their own DofE programmes – picking their own activities and choosing which cause to volunteer for – in order to achieve a Bronze, Silver or Gold DofE Award. The DofE is run in schools, youth clubs, hospitals, fostering agencies, prisons, sports clubs and more, all over the UK and internationally.	
Edval -Timetabling	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	
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)	he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of	

	activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased 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, heath 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 free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background	
MS Office Suite	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.	
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
National Tutoring Programme (NTP)	The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic.	yes
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 Acadamy	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.	
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 links to 3rd party educational resource providers.	yes
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
Smoothwall Filter	Unparalleled, 100% real-time filtering, designed from the ground up for UK education. Trusted by 1 in 3 schools.	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Sophos Central	A management module for the computer antivirus software Sophos Intercept X and firewall Sophos XGS. Both the software and the firewall records network traffic for all users.	
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.	
Steplab	Targeted professional development sytem	yes
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 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.	yes
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Zoom	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.	
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 incedents.	
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 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	
Kahoot	Learning games for students in schools	
Microsoft Active Directory	Environment to allow the creation and managemennt 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.	
SIgninapp	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	
Owner	Berwick Academy
Description	4Matrix is the essential professional software system for the management of school performance data.
Personal Data Items	**Pupil** • Name • Attainment • Class • Group
Why is it being processed?	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.
Who is data shared with?	Not shared

System used: Accelerated Reader	
Owner	Berwick Academy
Description	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.
Personal Data Items	**Pupil** • Name • Class **Staff** • Name
Why is it being processed?	To generate information on the reading abilities of pupils
Who is data shared with?	Not shared

System used: Accident Report Form	
Owner	Berwick Academy
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	**Pupil** • Name • DOB • Gender • Address • Telephone number

	• Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • **Staff member** • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • Witness information •
Why is it being processed?	Statutory obligations to comply with Health and Safety regulations.
Who is data shared with?	NCC / parents

System used: Assessment Records	
Owner	Berwick Academy
Description	Electronic and paper mark books
Personal Data Items	**Child** • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents

System used: Attendance file	
Owner	Berwick Academy
Description	Attendance information about pupils and classes

Personal Data Items	**Pupil** • Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

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

System used: CCTV	
Owner	Berwick Academy
Description	CCTV

Personal Data Items	**Staff** • Images **Child** • Images **Visitor** • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: Child Protection Records - Paper	
Owner	Berwick Academy
Description	Records relating to child protection issues for individual pupils
Personal Data Items	**Pupils** • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions **Parents/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position

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

System used: Class Charts	
Owner	Berwick Academy
Description	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.
Personal Data Items	**teacher** • Name **child** • Name **age** • Name
Why is it being processed?	https://www.edukey.co.uk/gdpr-compliance/
Who is data shared with?	https://www.edukey.co.uk/gdpr-compliance/

System used: ClassCharts - Edukey	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Staff** • Name • Email address • Phone number • IP Address **Pupil** • Name • Photograph

	• Year • Class
Why is it being processed?	To provide access to the online tools in Classcharts
Who is data shared with?	Shared securely with staff in school

System used: Classroom monitor	
Owner	Berwick Academy
Description	Classroom Monitor is the most widely used assessment tool in the UK, it specialises in assessment for learning, pupil tracking and formative assessment.
Personal Data Items	**Pupil** • Name • Age • Year • Class • Assessment data **Staff** • Name • Class
Why is it being processed?	To provide access to comprehensive? online assessment and pupil progress tracking tools.
Who is data shared with?	Not shared

System used: Compass and careers tracking	
Owner	Berwick Academy
Description	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
Personal Data Items	**pupil** • Name • class
Why is it being processed?	https://compass.careersandenterprise.co.uk/info
Who is data shared with?	https://compass.careersandenterprise.co.uk/info

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

System used: CPOMS	
Owner	Berwick Academy
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	**Pupil** • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy

	Main contact • Name • Telephone Number
Why is it being processed?	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
Who is data shared with?	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

System used: CRB Cunninghams	
Owner	Berwick Academy
Description	CRB Cunninghams Education Solutions provide schools with their own identity management, cashless catering, and online payment system.
Personal Data Items	**Pupil** • Name • Registration group • Year • Date of birth • Gender • Free school meal eligibility • Admission number • Photograph • Biometric data (if used by school). **Staff** • Name • School • Address
Why is it being processed?	To provide users with access to the cashless payment system for school meals.
Who is data shared with?	Not shared

System used: Data tracking spreadsheets	
Owner	Berwick Academy
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	**pupil** • Name • date of birth • gender • class

	• year • FSM • SEN • Assessment info
Why is it being processed?	Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements
Who is data shared with?	Different elemetns of data are shared with different parties including: other staff, Governors and parents

System used: DfE (Gov.uk)	
Owner	Berwick Academy
Description	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)
Why is it being processed?	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
Who is data shared with?	https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#how-we-use-your-information

System used: DFE-Census and workforce Census	
Owner	Berwick Academy
Description	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there’s a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.

Personal Data Items	**Staff** • Name
Why is it being processed?	https://www.gov.uk/help/privacy-notice
Who is data shared with?	https://www.gov.uk/help/privacy-notice

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

System used: Duke of Edinburgh's Award	
Owner	Berwick Academy
Description	DofE offers young people the chance to strive for achievement, overcome obstacles, and set their minds to a personal challenge. DofE is open to any young person aged 14-24. Each young person builds their own DofE programmes – picking their own activities and choosing which cause to volunteer for – in order to achieve a Bronze, Silver or Gold DofE Award. The DofE is run in schools, youth clubs, hospitals, fostering agencies, prisons, sports clubs and more, all over the UK and internationally.
Personal Data Items	**Participants** • Name • address • DOB • Contact details **Parents/carers** • Name • email address • DOB • Contact details **Adults who help to deliver the award** • Name

	• address • DOB • Contact details **Supporters and donors** • Name • contact details **General enquirer** • Name • contact details
Why is it being processed?	https://www.dofe.org/policies/privacy-statement/
Who is data shared with?	https://www.dofe.org/policies/privacy-statement/

System used: Edval -Timetabling	
Owner	Berwick Academy
Description	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
Personal Data Items	**teacher** • Name
Why is it being processed?	https://www.edval.education/privacy-policy
Who is data shared with?	https://www.edval.education/privacy-policy

System used: EVOLVE visits	
Owner	Berwick Academy
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	**Staff** • Name • e-mail address • IP address • Location data • Qualifications **Pupil**

	• Name • Date of Birth • UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Examination Boards administration	
Owner	Berwick Academy
Description	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
Personal Data Items	**Child** • Name • Date of birth • Gender • Unique Candidiate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades
Why is it being processed?	Exam entry and issuing of qualifications
Who is data shared with?	Examination Board

System used: FFT Aspire	
Owner	Berwick Academy
Description	Performance analysis, target setting, pupil progress tracking, attendance tracking and reading assessment.
Personal Data Items	**Staff** • Name • Username • Email Address • Job Title • Phone Number **Child** • Name • DoB • Gender • Language

	• Ethnicity • School • Attendance • Exam and assessment information • SEND information •
Why is it being processed?	https://fft.org.uk/viewer/?pdf=FFT-Privacy-Notice&d=FFT%20Privacy%20Notice&l=/privacy
Who is data shared with?	https://fft.org.uk/viewer/?pdf=FFT-Privacy-Notice&d=FFT%20Privacy%20Notice&l=/privacy

System used: Future Me (NECOP and NUFC)	
Owner	Berwick Academy
Description	he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region.
Personal Data Items	**pupil** • Name • Age • email • address **Teacher** • Name • email **parent** • Name • email
Why is it being processed?	https://futureme.ac.uk/about/data-protection

Who is data shared with?	https://futureme.ac.uk/about/data-protection

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

System used: HAF- HolidayActivities	
Owner	Berwick Academy
Description	The dedicated platform built to run and report on your local authority HAF programme.
Why is it being processed?	To run and report HAF programme for schools.
Who is data shared with?	https://www.holidayactivities.com/privacy-notice/

System used: Health & Safety	
Owner	Berwick Academy
Description	Records pertaining to Health & Safety
Personal Data Items	**Staff** • Name • Contact details • D.o.B • Record of Accident/Incident **Child** • Name • Contact details • D.o.B • Record of Accident/Incident **Visitor**

	• Name • Contact details • D.o.B • Record of Accident/Incident
Why is it being processed?	To ensure Health and Safety Regulations are followed
Who is data shared with?	NCC, school staff and parents

System used: HMRC (gov.uk)	
Owner	Berwick Academy
Description	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.
Why is it being processed?	To collect money that pays for public services.
Who is data shared with?	https://www.gov.uk/help/privacy-notice

System used: Huggg	
Owner	Berwick Academy
Description	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.
Personal Data Items	**parent** • Name **child** • Name • age
Why is it being processed?	https://www.huggg.me/privacy
Who is data shared with?	https://www.huggg.me/privacy

System used: Kerboodle	
Owner	Berwick Academy
Description	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

Personal Data Items	**Teacher** • Name **Child** • Name
Why is it being processed?	https://global.oup.com/privacy?cc=us
Who is data shared with?	https://global.oup.com/privacy?cc=us

System used: Literacy Assessment Online - Edukey	
Owner	Berwick Academy
Description	Online tools to measure, track & improve literacy in schools.
Personal Data Items	**Staff** • Name • School • Email address **Pupil** • Name • Age • Year • Class • Gender • Performance data
Why is it being processed?	To provide access to a range of tools to support schools in raising standards in Literacy across the school.
Who is data shared with?	Shared internally in school.

System used: Looked After Children Records - Electronic	
Owner	Berwick Academy
Description	Information relating to children who are in Looked After Care
Personal Data Items	**Pupil** • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background

	Parents & Carers • Name • Contact Details • Address • **Staff** • Name • Position **External Support** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving school

System used: Looked After Children Records - Paper	
Owner	Berwick Academy
Description	Information relating to children who are Looked After
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • **Parents & Carers** • Name • Contact Details • Address • **Staff** • Name • Position **External Support Workers**

	• Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving School

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

System used: Medical Files - Paper	
Owner	Berwick Academy

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

System used: Medical log	
Owner	Berwick Academy
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	**Pupil** • Name • Inhaler / medication information (doseage) • DOB • Class • Medical condition • Signs and symptoms • Treatment • Parental consent • Name of medication and dose

	• Side effects • Storage requirements • Special equipment • Testing needed • Access to food drink • Dietary requirement • Staff support • Contingency arrangements • Family / emergency contacts • Hazard • Risk • Control measures / risk evaluation
Why is it being processed?	Health and safety of child
Who is data shared with?	Staff, NCC and NHS professionals

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

System used: MS Office Suite	

Owner	Berwick Academy
Description	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
Personal Data Items	**Staff** • Name • Classes **Pupil** • Name **Governor** • Name
Why is it being processed?	To provide OneDrive for education to staff, pupils and governors.
Who is data shared with?	N/A

System used: My Maths	
Owner	Berwick Academy
Description	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
Personal Data Items	**Staff** • Name • School • Email **Pupil** • Name • Age • Gender • Year • Class • Performance data
Why is it being processed?	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
Who is data shared with?	Shared within school.

System used: National Tutoring Programme (NTP)	
Owner	Berwick Academy
Description	The National Tutoring Programme offers highly tailored tuition support for

	pupils, to help those whose education has been most impacted by the pandemic.
Personal Data Items	**Child** • Name • SEN Status • PP Funding Status • Attainment Level • Special Learning Needs • Safeguarding Info/Risk Assessments
Why is it being processed?	To perform the services of the National Tutoring Programme
Who is data shared with?	https://nationaltutoring.org.uk/legal/privacy-notice/

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

System used: Newcastle United Foundation	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Child** • Forename

	• Surname • Gender • Ethnicity • Disability • School • Year Group • Class name
Why is it being processed?	to provide data to premier league on progress of children using NUFC Foundation
Who is data shared with?	School/Newcastle Foundation

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

System used: Oracle E-Business Suite	
Owner	Berwick Academy
Description	Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.
Personal Data Items	**User Name, Staff Name, Teacher Name** • Name **Reasons for sickness absence information** • Name
Why is it being processed?	To record sickness
Who is data shared with?	relevant school staff, HR and staff member

System used: Parent mail	
Owner	Berwick Academy
Description	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events
Personal Data Items	**School** • Name • School email address **Staff** • Name • Class • Title • e-mail • Gender • Telephone number • DOB • School address **Pupil** • Name • Year • Parent/carer name • Title • Class • Gender • DOB • Address • DOB **Parent/carer** • Name • Telephone number • email address • Title • Gender • Address
Why is it being processed?	To provide access to a range of communication and payment tools
Who is data shared with?	School staff

System used: ParentPay	
Owner	Berwick Academy
Description	ParentPay is an online payment service for schools and families.

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

System used: Parents Evening Booking System	
Owner	Berwick Academy
Description	Online booking system for parents evenings and other school events.
Personal Data Items	**Staff** • Name • Email • Classes **Pupil** • Name • Classes • Year

	Parent • Name • Email
Why is it being processed?	To provide parents/carers with an online system for booking parents evening and other school events.
Who is data shared with?	Shared with individual? parents and appropriate staff.

System used: Pearson	
Owner	Berwick Academy
Description	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).
Personal Data Items	**Pupil** • Name • Information collected as part of Examinations, certifications, Educational Courses, and Tutoring • Health data for access arrangements • Biometric face and voice technology to prevent cheating • Other sensitive information for equality monitoring
Why is it being processed?	https://www.pearson.com/en-gb/privacy-center/privacy-notices.html
Who is data shared with?	https://www.pearson.com/en-gb/privacy-center/privacy-notices.html

System used: Personnel files	
Owner	Berwick Academy
Description	Information relating to staff employment
Personal Data Items	**Staff** • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked

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

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

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

System used: Registers

Owner	Berwick Academy
Description	Daily register, after school club registers, lunch register
Personal Data Items	**Child** • Name • Address • Date of Birth • Lunch Status • Attendance
Why is it being processed?	To monitor children's attendance - legal obligation.
Who is data shared with?	School staff, after school club providers

System used: Safeguarding Records - Electronic	
Owner	Berwick Academy
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions **Parent/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address

	• Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: Safeguarding Records - Paper	
Owner	Berwick Academy
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions **Parent/Carers** • Name • Address • Contact Details **Staff** • Name • Position **Social Care Worker** • Name • Address • Contact Details **External Support Workers** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: School Gateway

Owner	Berwick Academy
Description	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.
Personal Data Items	**parent** • Name • email **child** • Name • Date of birth • medical condition
Why is it being processed?	https://schoolcomms.com/privacy-policy/
Who is data shared with?	https://schoolcomms.com/privacy-policy/

System used: School Jotter	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Staff** • Photographs • Video **Pupil** • Photographs • Video
Why is it being processed?	To provide images for the school website to celebrate the life and work of the school.
Who is data shared with?	The public

System used: School360	
Owner	Berwick Academy
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil**

	• Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections **Staff** • Name • Staff Alternative e-mail address • Teacher pupil notes
Why is it being processed?	To facilitate setting up and access to the County learning platform - School360
Who is data shared with?	SIMs Wonde Frog Learning Just2easy Interactive Resources

System used: Schoolcomms	
Owner	Berwick Academy
Description	Communication app for parents
Personal Data Items	**Pupil** • Name • Attendance data **Parent** • Name • Address • e-mail address • Mobile number
Why is it being processed?	To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.
Who is data shared with?	'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	
Owner	Berwick Academy

Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History **Parents / Carers** • Name • Address • Contact details **Staff** • Name • Position **External Support Workers** • Name • Organisation • Position • Address • Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Send Paper Records	
Owner	Berwick Academy
Description	Records relating to individual pupil's SEND history
Personal Data Items	**Pupil** • Name • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place

	Parents • Name • Address • Contact Details **Staff** • Name • Position **External Support** • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: Sign-In App	
Owner	Berwick Academy
Description	Electronic sign-in software for the school / fire regulations / emergency evacuation
Personal Data Items	**Staff** • Name • Job title • Car registration • Photo • Email address • IP addresses • Usage data • Cookies data • Online navigation data • Location data • Browser data **Parent** • Name • Car registration • Photo • Email address • IP addresses • Usage data • Cookies data • Online navigation data • Location data

	• Browser data • Purpose of visit **Visitor** • Name • Car registration • Job title/company • Photo • Email address • IP addresses • Usage data • Cookies data • Online navigation data • Location data • Browser data • Purpose of visit
Why is it being processed?	Safeguarding, health and safety, fire regulations, emergency evacuation
Who is data shared with?	School staff, visitors

System used: SIMS	
Owner	Berwick Academy
Description	SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.
Personal Data Items	**Pupil** • Name • Date of birth • Address • Title • Gender • Class • Year • Parent/carer name • UPN • Dietary Requirements • Medical information • Attendance/exclusion • 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
Why is it being processed?	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
Who is data shared with?	Parents

System used: Smoothwall Filter	
Owner	Berwick Academy
Description	Unparalleled, 100% real-time filtering, designed from the ground up for UK education. Trusted by 1 in 3 schools.
Personal Data Items	**Child** • Name • School ID Number • Email address
Why is it being processed?	For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and

	to comply with a legal or regulatory obligation.
Who is data shared with?	https://qoria.com/privacy

System used: Social media sites e.g. Twitter, Facebook	
Owner	Berwick Academy
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	**Pupil** • Photos (unnamed) • Videos (unnamed) • School name • Classes
Why is it being processed?	Unnamed photos of pupils and their work are used on the site
Who is data shared with?	Information shared with parents

System used: Sophos Central	
Owner	Berwick Academy
Description	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.
Personal Data Items	**User** • Name • IP address • Email address • Email subject data
Why is it being processed?	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.
Who is data shared with?	Other products within Sophos Central (Sophos Labs or Sophos AI) for data analysis, threat detection, technical support, evolution of products.

System used: Sparx Learning	
Owner	Berwick Academy
Description	Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes.
Personal Data Items	**Student** • Name

	• Date of Birth • Gender • Student group e.g pupil premium, EAL • UPN • email **Parent** • Name • email **Teacher** • Name • email • Job Title
Why is it being processed?	To produce personalised resources and to allow school to analyse performance of individual students and student groups. To allow parents to support pupil learning.
Who is data shared with?	Support companies and research partners

System used: Sports Leader UK	
Owner	Berwick Academy
Description	Awarding body for L3 award in Sport leadership
Personal Data Items	**Child** • Name • D.o.B • Contact details • Unique Learner Number • Assessment details
Why is it being processed?	To gain qualifications
Who is data shared with?	Sport Leader UK

System used: STEM	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Teacher** • Name

	child • Name **Age** • Name **Parent** • Name
Why is it being processed?	https://www.stem.org.uk/privacy-policy
Who is data shared with?	https://www.stem.org.uk/privacy-policy

System used: Steplab	
Owner	Berwick Academy
Description	Targeted professional development sytem
Personal Data Items	**Staff** • Name • Gender • Race • DoB • Title • School Role • Subject Taught • URN • Coaching data • Email • Telephone Number
Why is it being processed?	To support professional development
Who is data shared with?	https://steplab.co/support/policies/privacy

System used: The National College	
Owner	Berwick Academy
Description	A provider of online training for staff & governors
Personal Data Items	**Staff member** • Name • Job Title • Email • Phone number **Governor**

	• Name • Email • Phone number
Why is it being processed?	In order to provide access to online training and for billing purposes
Who is data shared with?	Contractors to provide service

System used: Thrive	
Owner	Berwick Academy
Description	Social and Emotional Screening Programme
Personal Data Items	**Pupil** • Name • DOB • Class • Year Group • UPN • Assessment information • LAC **Staff** • Name • Class
Why is it being processed?	Social & emotional development tracking
Who is data shared with?	School staff

System used: UCAS	
Owner	Berwick Academy
Description	University Applications
Personal Data Items	**Child** • Name • Predicted Grades • References **Teacher** • Name • email address
Why is it being processed?	To enable students to apply for university
Who is data shared with?	N/A

System used: Unifrog	
Owner	Berwick Academy
Description	Research platform for destinations
Personal Data Items	**Child** • Name • Contact Details • Assessment information • Date of birth
Why is it being processed?	To enable students to research possible destinations for post 16 and 18 study
Who is data shared with?	SLT and tutors

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

System used: WardHadaway	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Staff** • Name

	• DOB • Address **Pupil** • Name • Address • DOB • **parent** • Name • DOB • Addrerss
Why is it being processed?	https://www.wardhadaway.com/privacy-notice/
Who is data shared with?	https://www.wardhadaway.com/privacy-notice/

System used: Wonde	
Owner	Berwick Academy
Description	Manages transfer of data from Sims MIS to School360.
Personal Data Items	**Staff** • Name **Pupil** • Name • School id • Class/group • Year • UPN • Gender • Attendance
Why is it being processed?	To facilitate the exchange of data to allow the set up of school360 for a school.
Who is data shared with?	School360 users

System used: Zoom	
Owner	Berwick Academy
Description	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
Personal Data Items	**Teacher**

	• Name **Parent** • Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust

System used: ACCESS Finance Software	
Owner	Berwick Academy
Description	Accounting System - paperless. System is a cloud based finance management system
Why is it being processed?	ACCESS is a Finance system to manage the academy's accounts. It will support the follwoing: 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
Who is data shared with?	Accountants

System used: Cashless Catering CBR	
Owner	Berwick Academy
Description	System used by Canteen staff to manage the school catering, produce reports, issue cards etc.
Personal Data Items	**user** • Name
Why is it being processed?	
Who is data shared with?	

System used: Class Charts	
Owner	Berwick Academy
Description	Save teachers time & reduce workload with our data rich seating plans. Improve pupil behaviour with our fast and effective behaviour management.
Personal Data Items	**Students** • Name • Class

	Teacher • Name
Why is it being processed?	https://www.classcharts.com/Edukey%20Data%20Sharing%20Agreement_Class_Charts.pdf
Who is data shared with?	https://www.classcharts.com/Edukey%20Data%20Sharing%20Agreement_Class_Charts.pdf

System used: CSE Helpdesk and Booking System	
Owner	Berwick Academy
Description	Used by staff to make ICT Room Bookings and to submit ICT faults and incedents.
Personal Data Items	**User** • Name
Why is it being processed?	
Who is data shared with?	

System used: CSE Magellan	
Owner	Berwick Academy
Description	Used by students and staff to access school network resources while at home. Also for single sign on access to cloud services.
Personal Data Items	**data** • Name
Why is it being processed?	
Who is data shared with?	

System used: Educake	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Student** • Name
Why is it being processed?	https://www.educake.co.uk/aboutus/privacypolicy
Who is data shared with?	https://www.educake.co.uk/aboutus/privacypolicy

System used: Free Flow Info	
Owner	Berwick Academy
Description	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 of their social and educational backgrounds, to have a positive impact on their children’s achievement, whilst reducing workload for teachers.
Personal Data Items	**user** • Name
Why is it being processed?	https://freeflowinfo.co.uk/privacy-policy/
Who is data shared with?	https://freeflowinfo.co.uk/privacy-policy/

System used: Hegarty Maths	
Owner	Berwick Academy
Description	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
Personal Data Items	**user** • Name
Why is it being processed?	https://hegartymaths.com/files/HM_General_Privacy_Notice.pdf
Who is data shared with?	https://hegartymaths.com/files/HM_General_Privacy_Notice.pdf

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

System used: Microsoft Active Directory	
Owner	Berwick Academy

Description	Environment to allow the creation and managemennt of network user and computer accounts. Also provides ability to create policies that can be applied to AD objects on the network.
Why is it being processed?	
Who is data shared with?	

System used: Microsoft File Services	
Owner	Berwick Academy
Description	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.
Why is it being processed?	
Who is data shared with?	

System used: MyHive	
Owner	Berwick Academy
Description	Need to double check this as it is a cloud based system that allows us to control our Aerohive wireless access points.??????????????
Personal Data Items	**user** • Name
Why is it being processed?	
Who is data shared with?	

System used: Oliver v5	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Pupils** • Name
Why is it being processed?	https://www.softlinkint.com/data-protection-privacy-policy/
Who is data shared with?	https://www.softlinkint.com/data-protection-privacy-policy/

System used: Papercut

Owner	Berwick Academy
Description	Print Management software application. Centrally managed from internal server BA-PCUT
Personal Data Items	**user** • Name
Why is it being processed?	
Who is data shared with?	

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

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

System used: Show My Homework	
Owner	Berwick Academy
Description	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.
Personal Data Items	**Student** • Name
Why is it being processed?	https://www.teamsatchel.com/legals/privacy_notice.html
Who is data shared with?	https://www.teamsatchel.com/legals/privacy_notice.html

System used: SIgninapp	
Owner	Berwick Academy

Description	Allows visitors to school to sign in keeps logs etc
Personal Data Items	**Staff contact** • Name • Job Title • Email • Phone **Visitor** • Name • Car Reg [optional] • Company
Why is it being processed?	Details of school contact for commercial reasons and support
Who is data shared with?	Not shared

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

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

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

System used: VEEAM	
Owner	Berwick Academy

Description	Data backup system. Installed on dedicated physical hardware.
Why is it being processed?	
Who is data shared with?	