



Highfield Middle School
GDPR Privacy Notice Summary Report
Date: 10/04/2026

Data Protection Officer: Helen Pye

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Academy BPS	Budget Planning Software (BPS) for budget setting and monitoring. Part of the Core Financial Support Package provided by Schools Financial Services.	
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 book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	yes
Bandlab	Music education for everyone Our award-winning music creation features let students embark on a music-learning journey that unleashes their creativity and foster collaboration with peers	
BBC Bitesize	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams	
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
Bikeability	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England	
Black and Banton	Black and Banton is one of the North East of England's leading providers of occupational and physical health services. Established in 2001 we have experienced strong growth each year based on our successful focus on our client's needs, many of whom we've partnered for more than ten years. They include leading names across a wide range of sectors	yes

	including oil & gas, manufacturing, chemical, pharmaceutical, transport, housing , construction and demolition industry. We also private clients with health services, including sports injury treatment, shoulder, back and joint pain programmes, vaccinations, massage and pilates. Our approach is simple. We provide the highest level of bespoke occupational and physical health services, cost effectively and efficiently both empathetically and at times and locations to suit our clients	
Bromcom	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.	yes
Capita	MIS used for data storage for educational providers/local authorities	yes
CCTV	CCTV	
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning	
Child Protection Records - Electronic	Records relating to child protection issues for individual pupils	yes
Child Protection Records - Paper	Records relating to child protection issues for individual pupils	yes
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
Covid-19 Lateral Flow Testing	About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff	yes
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over	yes

	the course of their school career.	
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 children with severe allergies / intolerances and religious observations (food)	yes
Doodle Maths	Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14	
Ed Shed	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools	
Education City	EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.	
Education Mutual	Staff absence protection for schools	
Eschools Website Provider	On-line school website building tool	
Everwell Occupational Health	Everwell are Nationwide providers of flexible Occupational Health Services, Health Surveillance, Occupational Health Assessments and Medicals across the UK. We provide convenient workplace, remote and off-site (face-to-face) services to all types of organisations from SMEs to large single & multiple site operations, for both private and public bodies.	yes

EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
FFT Aspire	Performance analysis, target setting, pupil progress tracking, attendance tracking and reading assessment.	yes
Futures Cloud	Internet / Network monitoring and reporting tool	
GL Assessment- Testwise	We are the leading provider of formative assessments to schools across the UK and Ireland.	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Google Classroom	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Google Gemini	Google AI assistant	yes
Google Meet	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
Hutchinsons Catering	Hutchison Catering offers a refreshingly different range of catering services to schools and businesses driven by our ethos of personal relationships and honest professionalism. Established by brothers Colin and Andrew Hutchison in 2013, we specialise in delivering tailored catering services to the Education and Business sectors throughout the UK. With roots as a family-run business, we always put people first, prioritising successful relationships with our partner schools, the welfare and development of our teams and the enjoyment and nutrition of our students. We take pride in building meaningful partnerships with our clients through integrity, passion for quality, a commitment to innovation and a genuine belief in simply doing things better. In May 2025, Hutchison Catering strengthened its business by joining forces with Impact Food Group – another great partnership as	

	both businesses are united in the mission of transforming lives through the power of food. With over twelve years of experience serving exceptional food, we know that quality catering does not happen by chance. It happens as a result of passionate people working together to develop innovative menus using quality ingredients before serving them with care, and that is where Hutchison Catering excels.	
IMP Software	Budgeting, forecasting and reporting tool for MATs	
IRIS	Software solutions for accountancy, payroll, HR management, Education management, financial management and biometric systems and technology.	yes
Jump- Website Provider	User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication	
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	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - 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
Micro Librarian	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data	yes

Microsoft Teams	<p>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</p>	
MS Office Suite	<p>Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.</p>	
My Maths	<p>MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.</p>	
My ON Renaissance Reading	<p>A personalized digital library at every student's fingertips Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement.</p>	
National Centre for Excellence in the Teaching of Mathematics (NCETM)	<p>NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.</p>	
Nereo (Matrix)	<p>North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities</p>	

	<p>across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.</p>	
Nessy	<p>Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.</p>	
Nessy - Literacy interventions	<p>Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia</p>	
NFER	<p>Assessment materials, reading test and pupil progress data</p>	
NotebookLM	<p>Google AI tool for research - Upload PDFs, websites, YouTube videos, audio files, Google Docs, Google Slides and more, and NotebookLM will summarize them and make interesting connections between topics, all powered by the latest version of Gemini's multimodal understanding capabilities. NOTE: NotebookLM does not train its AI using any data inputted.</p>	yes
Oak Academy	<p>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.</p>	
Performance Management	<p>Staff appraisals</p>	
Personnel files	<p>Information relating to staff employment</p>	
Photographs and videos of staff and pupils.	<p>Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.</p>	
Places Leisure- School Swimming Management System	<p>The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the</p>	yes

	National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for.	
PowerBI	Microsoft Power BI is an interactive data visualization software product developed by Microsoft with a primary focus on business intelligence (BI). It is part of the Microsoft Power Platform. Power BI is a collection of software services, apps, and connectors that work together to turn various sources of data into static and interactive data visualizations. Data may be input by reading directly from a database, webpage, PDF, or structured files such as spreadsheets, CSV, XML, JSON, XLSX, and SharePoint.	
Provider Portal (Admissions)	Provider Portal (Admissions) - portal for admissions of pupils to schools.	yes
Provision Map Writer - Edukey	Online provision map writing tool.	yes
PS Financials	Accounting, purchasing, budgeting and reporting software.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
Reading Plus	Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers.	
RealSmart	Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online!	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
School 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.	
School meals identification	Identification of pupils for meals	yes
School's Mutual	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Scratch	With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Spelling Frame	Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have	

	<p>any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features.</p>	
Spelling Shed	<p>The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage.</p>	
Sports Leader UK	<p>Awarding body for L3 award in Sport leadership</p>	
STEM	<p>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.</p>	
Still Human	<p>Still Human delivers workshops to staff in education on a range of health and wellbeing topics, sharing evidence-based knowledge and practical strategies that make being a human a little easier.</p>	yes
Testbase	<p>This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.</p>	yes
The Headteacher Report	<p>Here at The Headteacher's Report, our entire existence revolves around creating the most dynamic, professional and easy to understand reports for our Heads, CEOs and their Governors and trustees alike. We understand how many leadership hours it typically takes to produce a Headteacher's Report from scratch. With this in mind, we set ourselves the challenge of making this process quicker, simpler and smarter, whilst producing beautifully presented reports. We live and breathe education, no problem is too big to solve and we chuck in a big slice of our family orientated small-business passion into every single report. We help make reporting to Governors and</p>	

	trustees that little bit easier so that you don't have to burn the midnight oil trying to finish your report.	
The National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes
Tootoot	tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face.	
TrustGov	A governance MIS	
Twinkl	We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it.	
Unifrog	Research platform for destinations	
Virtual College	Online training that saves you time and money Looking for high quality compliance and professional development training? Our vast library of accredited and certified online courses can help. Covering everything from food safety, safeguarding, health and safety through to personal development and leadership & management, our online courses are simple, cost-effective and accessible for all.	
Visitor book	Log of all visitors into school / fire regulations	
White Rose Maths and Science	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Wonde	Manages transfer of data from Sims MIS to School360.	yes
Zoom	Zoom helps businesses and organizations bring their	

teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.

System used: Academy BPS	
Owner	Highfield Middle School
Description	Budget Planning Software (BPS) for budget setting and monitoring. Part of the Core Financial Support Package provided by Schools Financial Services.
Personal Data Items	staff <ul style="list-style-type: none"> • Name • Salary • National insurance number
Why is it being processed?	To enable school financial management
Who is data shared with?	Save as set out above customer personal data is not, and will not be, shared with any other third parties without the customer's prior written consent. https://orovia.com/privacy-policy/

System used: Accelerated Reader	
Owner	Highfield Middle School
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 <ul style="list-style-type: none"> • Name • Class Staff <ul style="list-style-type: none"> • 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 book	
Owner	Highfield Middle School
Description	Log of accidents / minor injuries in school
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • class • Injury • first aid •

Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

System used: Accident Report Form

Owner	Highfield Middle School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • <p>Staff member</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Electronic and paper mark books
Personal Data Items	Child

	<ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Attendance information about pupils and classes
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • 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: Bandlab	
Owner	Highfield Middle School
Description	Music education for everyone Our award-winning music creation features let students embark on a music-learning journey that unleashes their creativity and foster collaboration with peers
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://blog.bandlab.com/edu-privacy-policy/
Who is data shared with?	https://blog.bandlab.com/edu-privacy-policy/

System used: BBC Bitesize	
Owner	Highfield Middle School
Description	BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams
Personal Data Items	<p>teacher</p> <ul style="list-style-type: none"> • Name • email address <p>child</p> <ul style="list-style-type: none"> • 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: Behaviour Files - Paper (in class)	
Owner	Highfield Middle School
Description	Information relating to the behaviours of particular pupils
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p>

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

System used: Bikeability	
Owner	Highfield Middle School
Description	The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England
Why is it being processed?	https://bikeability.org.uk/privacy-policy/
Who is data shared with?	https://bikeability.org.uk/privacy-policy/

System used: Black and Banton	
Owner	Highfield Middle School
Description	Black and Banton is one of the North East of England's leading providers of occupational and physical health services. Established in 2001 we have experienced strong growth each year based on our successful focus on our client's needs, many of whom we've partnered for more than ten years. They include leading names across a wide range of sectors including oil & gas, manufacturing, chemical, pharmaceutical, transport, housing, construction and demolition industry. We also private clients with health services, including sports injury treatment, shoulder, back and joint pain programmes, vaccinations, massage and pilates. Our approach is simple. We provide the highest level of bespoke occupational and physical health services, cost effectively and efficiently both empathetically and at times and locations to suit our clients
Personal Data Items	<p>All Staff</p> <ul style="list-style-type: none"> • Name • all employment details
Why is it being processed?	Staff wellbeing and to allow investigation of any health problems for school HR processes
Who is data shared with?	Staff and those who staff may nominate e.g. professional association. HR provider

System used: Bromcom

Owner

Highfield Middle School

Description

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

Personal Data Items

Pupil

- Name
- DOB
- Address
- Title
- Gender
- Class
- Year
- Parent/carer name and contact details
- UPN
- Dietary Requirements
- Medical Information
- Attendance/exclusion
- FSM
- SEN
- EAL & First Language
- Assessment Information
- Pupil Premium
- Child Protection Plan
- School history
- Looked After information
- Ethnicity
- Religion

Staff

- Name
- Address
- Phone number
- Email address
- Title
- Gender
- DOB
- NI Number
- Ethnicity
- Bank Account information
- Qualifications
- Disability and Medical Information
- Religion
- Martial status
- Language
- Passport information
- Dietary requirements
- Absences

	<ul style="list-style-type: none"> • Car information • Next of Kin • Payroll number • DBS Information
Why is it being processed?	https://bromcom.com/privacy-policy/
Who is data shared with?	https://bromcom.com/privacy-policy/

System used: Capita	
Owner	Highfield Middle School
Description	MIS used for data storage for educational providers/local authorities
Personal Data Items	<p>User</p> <ul style="list-style-type: none"> • Name • DOB • Address • DBS information • Gender • Other applicable personal data/special category data as stored on education provider/local authority
Why is it being processed?	To perform task as per obligation, public task, MIS storage of data for education provider/local authority
Who is data shared with?	https://www.capita.com/about-capita/privacy-notice#3925188384-2973987467

System used: CCTV	
Owner	Highfield Middle School
Description	CCTV
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Images <p>Child</p> <ul style="list-style-type: none"> • Images <p>Visitor</p> <ul style="list-style-type: none"> • Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: Charanga

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

System used: Child Protection Records - Electronic

Owner	Highfield Middle School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position

	<p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school

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

	<ul style="list-style-type: none"> • 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: Consent for educational visits	
Owner	Highfield Middle School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	Pupil <ul style="list-style-type: none"> • 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: Covid-19 Lateral Flow Testing	
Owner	Highfield Middle School
Description	About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other. The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen: secondary school pupils primary and secondary school staff households, childcare and support bubbles of primary and secondary-age pupils households, childcare and support bubbles of primary and secondary staff
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Date of Birth • Postcode • Test Result Parent

	<ul style="list-style-type: none"> • Name • Email address • Telephone number
Why is it being processed?	To support the national effort in the fight against Covid-19. Under instruction from the DfE and PHE.
Who is data shared with?	Public Health England

System used: Data tracking spreadsheets	
Owner	Highfield Middle School
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	<p>pupil</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
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
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System used: DFE-Census and workforce Census

Owner	Highfield Middle School
Description	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.
Personal Data Items	Staff <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Required documents for specific children with severe allergies / intolerances and religious observations (food)
Personal Data Items	Pupil <ul style="list-style-type: none"> • 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: Doodle Maths

Owner	Highfield Middle School
Description	Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14

Personal Data Items	Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name • Parent <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.doodlemaths.com/privacy-policy/
Who is data shared with?	https://www.doodlemaths.com/privacy-policy/

System used: Ed Shed	
Owner	Highfield Middle School
Description	EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.edshed.com/en-gb/privacy
Who is data shared with?	https://www.edshed.com/en-gb/privacy

System used: Education City	
Owner	Highfield Middle School
Description	EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Email • School Pupil

	<ul style="list-style-type: none"> • Name • Gender • Age • Class
Why is it being processed?	To provide access for teachers and pupils to a range of online teaching and learning tools.
Who is data shared with?	Shared with school

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

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

Who is data shared with?	The general public eschools is a public facing website
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System used: Everwell Occupational Health	
Owner	Highfield Middle School
Description	Everwell are Nationwide providers of flexible Occupational Health Services, Health Surveillance, Occupational Health Assessments and Medicals across the UK. We provide convenient workplace, remote and off-site (face-to-face) services to all types of organisations from SMEs to large single & multiple site operations, for both private and public bodies.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Contact Details • Employment Details • Health Information • Absence Record
Why is it being processed?	To fulfil service requests
Who is data shared with?	https://www.everwelloh.co.uk/privacy-policy

System used: EVOLVE visits	
Owner	Highfield Middle School
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications <p>Pupil</p> <ul style="list-style-type: none"> • 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: FFT Aspire	
Owner	Highfield Middle School
Description	Performance analysis, target setting, pupil progress tracking, attendance tracking and reading assessment.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Username • Email Address • Job Title • Phone Number <p>Child</p> <ul style="list-style-type: none"> • 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: Futures Cloud	
Owner	Highfield Middle School
Description	Internet / Network monitoring and reporting tool
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • I/P address • URL's visited <p>Teacher</p> <ul style="list-style-type: none"> • Name • I / P address • URL's visited
Why is it being processed?	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
Who is data shared with?	NCC Online safety staff, Northumberland Safeguarding Children Board,

	Police if serious incident, Staff within school.
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System used: GL Assessment- Testwise	
Owner	Highfield Middle School
Description	We are the leading provider of formative assessments to schools across the UK and Ireland.
Why is it being processed?	To support schools in formative assessment and analyzing outcomes.
Who is data shared with?	https://www.gl-assessment.co.uk/policies/privacy-policy/

System used: GL-Assessment	
Owner	Highfield Middle School
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • Email • Class <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Gender • Class • Year • Performance data
Why is it being processed?	To provide? access to a range of testing and diagnostic tools for teaching staff.
Who is data shared with?	Shared with school

System used: Google Classroom	
Owner	Highfield Middle School
Description	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name

	Child <ul style="list-style-type: none"> • Name
Why is it being processed?	https://policies.google.com/privacy?hl=en-GB#infocollect
Who is data shared with?	https://policies.google.com/privacy?hl=en-GB#infocollect

System used: Google drive for education	
Owner	Highfield Middle School
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Governor</p> <ul style="list-style-type: none"> • Name • Gmail address
Why is it being processed?	To provide Google drive for education to staff, pupils and governors.
Who is data shared with?	Staff and Pupils

System used: Google Gemini	
Owner	Highfield Middle School
Description	Google AI assistant
Personal Data Items	<p>User</p> <ul style="list-style-type: none"> • What you say to Gemini Apps (prompts submitted or spoken) • Shared information - files, videos, photos, content from browser etc. • Transcripts and records of interactions with Gemini Live (video/audio/text) • Names and custom instructions • Note: all of above may contain personal data/special category data but only advised under Closed AI
Why is it being processed?	

Who is data shared with?	https://support.google.com/gemini/answer/13594961?hl=en-GB#pn_what_data
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System used: Google Meet	
Owner	Highfield Middle School
Description	Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat
Personal Data Items	<p>teacher</p> <ul style="list-style-type: none"> • Name • • <p>child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://policies.google.com/privacy?hl=en-GB
Who is data shared with?	https://policies.google.com/privacy?hl=en-GB

System used: Governance	
Owner	Highfield Middle School
Description	Details of all members of the Governing Body
Personal Data Items	<p>Name</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
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	Highfield Middle School
Description	Records pertaining to Health & Safety
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident <p>Visitor</p> <ul style="list-style-type: none"> • 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: Huggg	
Owner	Highfield Middle School
Description	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.
Personal Data Items	<p>parent</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name • age
Why is it being processed?	https://www.huggg.me/privacy
Who is data shared with?	https://www.huggg.me/privacy

System used: Hutchinsons Catering	

Owner	Highfield Middle School
Description	Hutchison Catering offers a refreshingly different range of catering services to schools and businesses driven by our ethos of personal relationships and honest professionalism. Established by brothers Colin and Andrew Hutchison in 2013, we specialise in delivering tailored catering services to the Education and Business sectors throughout the UK. With roots as a family-run business, we always put people first, prioritising successful relationships with our partner schools, the welfare and development of our teams and the enjoyment and nutrition of our students. We take pride in building meaningful partnerships with our clients through integrity, passion for quality, a commitment to innovation and a genuine belief in simply doing things better. In May 2025, Hutchison Catering strengthened its business by joining forces with Impact Food Group – another great partnership as both businesses are united in the mission of transforming lives through the power of food. With over twelve years of experience serving exceptional food, we know that quality catering does not happen by chance. It happens as a result of passionate people working together to develop innovative menus using quality ingredients before serving them with care, and that is where Hutchison Catering excels.
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name • Year Group • DOB • <p>Parent</p> <ul style="list-style-type: none"> • Name • Addresss • email
Why is it being processed?	https://hutchisoncatering.co.uk/our-policies/
Who is data shared with?	https://hutchisoncatering.co.uk/our-policies/

System used: IMP Software	
Owner	Highfield Middle School
Description	Budgeting, forecasting and reporting tool for MATs
Personal Data Items	<p>https://impsoftware.co.uk/privacy-policy/</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	IMP Planner automates the process by combining finance, forecast and payroll data to ensure you're always able to accurately and efficiently predict your year-end outturn – while automatically shaping your 5-year forecast.
Who is data shared with?	https://impsoftware.co.uk/privacy-policy/

System used: IRIS	
Owner	Highfield Middle School
Description	Software solutions for accountancy, payroll, HR management, Education management, financial management and biometric systems and technology.
Why is it being processed?	https://www.iris.co.uk/privacy-policy/
Who is data shared with?	https://www.iris.co.uk/privacy-policy/

System used: Jump- Website Provider	
Owner	Highfield Middle School
Description	User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication
Personal Data Items	Staff, Governor and Parents <ul style="list-style-type: none"> • Name • Email Address
Why is it being processed?	To inform parents and the wider community about the life of the school
Who is data shared with?	https://www.wesayhowhigh.com/privacy-policy

System used: Kerboodle	
Owner	Highfield Middle School
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 <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • 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: Lightspeed Internet Filtering

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

System used: Local Authority moderation of work

Owner	Highfield Middle School
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Initials <p>Pupil</p> <ul style="list-style-type: none"> • Initials • Gender • Unique pupil number (UPN)
Why is it being processed?	As part of the statutory? requires for assessment and moderation in schools
Who is data shared with?	Other NCC staff

System used: Looked After Children Records - Electronic

Owner	Highfield Middle School
Description	Information relating to children who are in Looked After Care
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Information relating to children who are Looked After
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs

	<ul style="list-style-type: none"> • Educational Needs • Family Background • <p>Parents & Carers</p> <ul style="list-style-type: none"> • Name • Contact Details • Address • <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position

	External Support Workers <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	File of medical information for each child: asthma, medication administered, health care plans, risk assessments
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • 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: Micro Librarian	
Owner	Highfield Middle School
Description	Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • School • email • Biometric data (if used) <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Year • Biometric data (if used)

	Parent <ul style="list-style-type: none"> • Name • email
Why is it being processed?	To provide online access to a range of library and literacy tools.
Who is data shared with?	N/A

System used: Microsoft Teams	
Owner	Highfield Middle School
Description	<p>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</p>
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Classes

	Pupil <ul style="list-style-type: none"> • Name Governor <ul style="list-style-type: none"> • 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	Highfield Middle School
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 <ul style="list-style-type: none"> • Name • School • Email Pupil <ul style="list-style-type: none"> • 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: My ON Renaissance Reading	
Owner	Highfield Middle School
Description	A personalized digital library at every student's fingertips Renaissance myON® Reader is a student-centered, personalized literacy environment that gives students access to more than 6,000 enhanced digital books. Titles are dynamically matched to each individual student's interests, grade and Lexile® reading level. Combined with a suite of close reading tools and embedded supports, myON Reader fosters student engagement and achievement.
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name

	Child <ul style="list-style-type: none"> • Name
Why is it being processed?	http://www.renlearn.co.uk/privacy-hub/
Who is data shared with?	http://www.renlearn.co.uk/privacy-hub/

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

System used: Nereo (Matrix)	
Owner	Highfield Middle School
Description	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.
Personal Data Items	All Staff <ul style="list-style-type: none"> • 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: Nessy	
Owner	Highfield Middle School
Description	Nessy has been making fun, educational software for children since 1999 and has developed a reputation for exceptional quality. Nessy offers the complete dyslexia aware solution with a suite of multisensory products aimed at making learning to read, write and spell fun. Nessy is used globally by hundreds of thousands of teachers and students and is a 3 time winner at the prestigious Educational Resources Awards.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://www.nessy.com/uk/privacy-policy/
Who is data shared with?	https://www.nessy.com/uk/privacy-policy/

System used: Nessy - Literacy interventions	
Owner	Highfield Middle School
Description	Nessy programs are designed to help students of all abilities learn to read, write, spell and type, especially those who learn differently, including: Mainstream EAL Homeschool Students with dyslexia
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Year group • Test results
Why is it being processed?	To create a secure log in for individual pupils to access Online Literacy intervention materials.
Who is data shared with?	Not shared

System used: NFER	
Owner	Highfield Middle School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name

	<ul style="list-style-type: none"> • School • Contact details <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • School • Performance data
Why is it being processed?	To assess pupil attainment and help staff track progress and set targets.
Who is data shared with?	Not shared

System used: NotebookLM	
Owner	Highfield Middle School
Description	Google AI tool for research - Upload PDFs, websites, YouTube videos, audio files, Google Docs, Google Slides and more, and NotebookLM will summarize them and make interesting connections between topics, all powered by the latest version of Gemini's multimodal understanding capabilities. NOTE: NotebookLM does not train its AI using any data inputted.
Personal Data Items	<p>User</p> <ul style="list-style-type: none"> • Any uploaded materials, notes and audio overviews are stored until deleted by user • Note: the above may contain personal/special category data - Closed AI
Why is it being processed?	https://policies.google.com/privacy?sjid=6642808980977968938-EU
Who is data shared with?	https://policies.google.com/privacy?sjid=6642808980977968938-EU

System used: Oak Academy	
Owner	Highfield Middle School
Description	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • Age

Why is it being processed?	https://privacy.thenational.academy/
Who is data shared with?	https://privacy.thenational.academy/

System used: Performance Management	
Owner	Highfield Middle School
Description	Staff appraisals
Why is it being processed?	To assist SLT in reviewing performance
Who is data shared with?	Staff member

System used: Personnel files	
Owner	Highfield Middle School
Description	Information relating to staff employment
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Photograph • Video

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

System used: PowerBI	
Owner	Highfield Middle School
Description	Microsoft Power BI is an interactive data visualization software product

	developed by Microsoft with a primary focus on business intelligence (BI). It is part of the Microsoft Power Platform. Power BI is a collection of software services, apps, and connectors that work together to turn various sources of data into static and interactive data visualizations. Data may be input by reading directly from a database, webpage, PDF, or structured files such as spreadsheets, CSV, XML, JSON, XLSX, and SharePoint.
Why is it being processed?	TBC
Who is data shared with?	TBC

System used: Provider Portal (Admissions)	
Owner	Highfield Middle School
Description	Provider Portal (Admissions) - portal for admissions of pupils to schools.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Age • Address • Gender, Race, FSM, PP, SEND, EHCP etc. <p>Parent</p> <ul style="list-style-type: none"> • Name • Age • Address • Relevant personal and special category data applicable to admissions
Why is it being processed?	Information is shared to inform future admissions for children in the Northumberland Local Authority
Who is data shared with?	Schools, LA / Private professionals when applicable

System used: Provision Map Writer - Edukey	
Owner	Highfield Middle School
Description	Online provision map writing tool.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • school • Classes <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes • Year

	<ul style="list-style-type: none"> • SEND details
Why is it being processed?	To provide teachers with an online tool for provision mapping for pupils with special educational needs and disabilities.
Who is data shared with?	Internally with staff.

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

System used: Read Write Inc Website (www.ruthmiskin.com)	
Owner	Highfield Middle School
Description	A website linked to the scheme Read Write Inc which includes a staff portal.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Email • Telephone Number • Role
Why is it being processed?	https://www.ruthmiskin.com/en/privacy-policy/
Who is data shared with?	https://www.ruthmiskin.com/en/privacy-policy/

System used: Reading Plus	
Owner	Highfield Middle School
Description	Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • Age
Why is it being processed?	https://www.readingplus.com/privacy-policy/
Who is data shared with?	https://www.readingplus.com/privacy-policy/

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

System used: Recruitment information	
Owner	Highfield Middle School
Description	Part of the job application process

Personal Data Items	Name <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Daily register, after school club registers, lunch register
Personal Data Items	Child <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Records relating to safeguarding of children
Personal Data Items	Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions Parent/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details

	<p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Records relating to safeguarding of children
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address

	<ul style="list-style-type: none"> • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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 Jotter	
Owner	Highfield Middle School
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	<p>Staff</p> <ul style="list-style-type: none"> • Photographs • Video <p>Pupil</p> <ul style="list-style-type: none"> • 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: School meals identification	
Owner	Highfield Middle School
Description	Identification of pupils for meals
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Photograph • Dietary requirement
Why is it being processed?	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
Who is data shared with?	Not shared

System used: School's Mutual

Owner	Highfield Middle School
Description	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.
Personal Data Items	<p>Staff responsible for making the decisions relating to scheme of cover</p> <ul style="list-style-type: none"> • Name • email address • school phone number <p>Staff</p> <ul style="list-style-type: none"> • Name • DOB • Gender • Position • Marital status • Job description and working hours • Medical history including details of pre-existing medical/health conditions • Information relating to current health/medical condition and previous absence records
Why is it being processed?	<ul style="list-style-type: none"> • Under a contract, or to take steps to enter into a contract in respect of membership of the Mutual fund and the services provided therein. • To comply with a legal obligation • For our legitimate interests or those of a third party (provided the individual's rights and freedoms are not overridden) • to protect the vital interests of the data subject or another natural person • The data subject has freely given clear consent
Who is data shared with?	<p>To manage and administer the fund, we need to share personal data with third-party processors. These may include:</p> <ul style="list-style-type: none"> • Schools Advisory Service (SAS) – the fund administrator Wellbeing Services Personal data may also be shared with third-party service providers who deliver specific Medical and Wellbeing services or activities to members' staff. In all instances SAS Mutual CIC will: • Establish a data-sharing agreement with the supplier or contractor, either in the contract or MUTUAL V2 Page 4 as a standalone agreement, to ensure the fair and lawful processing of personal data following your policies, our policies and the data protection legislation • Only share data to the extent that the sub-processor or service provider needs it to deliver their service and to keep them safe while working with you and us. Others We may also share the contact details of your organisation with other companies in the group if we believe their services would be of interest and benefit to you. We use third-party service providers such as MailChimp to send marketing materials. We may share the name and contact email addresses of members, former members, and prospective member organisations with those service providers to assist us in carrying out this processing activity

System used: School360	
Owner	Highfield Middle School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections <p>Staff</p> <ul style="list-style-type: none"> • 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: Scratch	
Owner	Highfield Middle School
Description	With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge.
Personal Data Items	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name • • Age <p>Parent</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://scratch.mit.edu/privacy_policy

Who is data shared with?	https://scratch.mit.edu/privacy_policy
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System used: SEND electronic records

Owner	Highfield Middle School
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Records relating to individual pupil's SEND history
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name

	<ul style="list-style-type: none"> • Date Of Birth • Address • Medical Information • Health & Social Care • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: Senso Cloud	
Owner	Highfield Middle School
Description	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal
Personal Data Items	<p>User</p> <ul style="list-style-type: none"> • Name • Marital status • Title • DOB • Gender • Address • Email Address • Telephone number
Why is it being processed?	For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation.
Who is data shared with?	External third parties - details and lawful basis all set out on website

privacy notice.

System used: Social media sites e.g. Twitter, Facebook

Owner	Highfield Middle School
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	Pupil <ul style="list-style-type: none">• 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: Spelling Frame

Owner	Highfield Middle School
Description	Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features.
Personal Data Items	Teacher <ul style="list-style-type: none">• Name

	Child <ul style="list-style-type: none"> • Name
Why is it being processed?	https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf
Who is data shared with?	https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf

System used: Spelling Shed	
Owner	Highfield Middle School
Description	The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage.
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Age • Parent <ul style="list-style-type: none"> • Name • Contact Details
Why is it being processed?	https://www.edshed.com/en-gb/privacy
Who is data shared with?	https://www.edshed.com/en-gb/privacy

System used: Sports Leader UK	
Owner	Highfield Middle School
Description	Awarding body for L3 award in Sport leadership
Personal Data Items	Child <ul style="list-style-type: none"> • 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	Highfield Middle School

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	<p>Teacher</p> <ul style="list-style-type: none"> • Name <p>child</p> <ul style="list-style-type: none"> • Name <p>Age</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • 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: Still Human	
Owner	Highfield Middle School
Description	Still Human delivers workshops to staff in education on a range of health and wellbeing topics, sharing evidence-based knowledge and practical strategies that make being a human a little easier.
Personal Data Items	<p>User</p> <ul style="list-style-type: none"> • Name • Personal and special category data necessary to provide wellbeing services, courses and workshops
Why is it being processed?	https://cdn.cms.stillhuman.co.uk/Still_Human_Privacy_Policy_March_2024_Version_4_7e1a68cc97.pdf
Who is data shared with?	https://cdn.cms.stillhuman.co.uk/Still_Human_Privacy_Policy_March_2024_Version_4_7e1a68cc97.pdf

System used: Testbase	
Owner	Highfield Middle School
Description	This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting.

Personal Data Items	<p>School</p> <ul style="list-style-type: none"> • Name • Contact Address • Contact Email • Contact Telephone Number • Billing Address <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • UPN • Admission number • Gender • Year Group • Registration group • Class name • Teacher name • Ethnicity • Eligibility for free school meals • Pupil premium indicator • SEN Status • In LEA care
Why is it being processed?	To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups.
Who is data shared with?	AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service.

System used: The Headteacher Report	
Owner	Highfield Middle School
Description	<p>Here at The Headteacher’s Report, our entire existence revolves around creating the most dynamic, professional and easy to understand reports for our Heads, CEOs and their Governors and trustees alike. We understand how many leadership hours it typically takes to produce a Headteacher’s Report from scratch. With this in mind, we set ourselves the challenge of making this process quicker, simpler and smarter, whilst producing beautifully presented reports. We live and breathe education, no problem is too big to solve and we chuck in a big slice of our family orientated small-business passion into every single report. We help make reporting to Governors and trustees that little bit easier so that you don’t have to burn the midnight oil trying to finish your report.</p>
Personal Data Items	Pupil

	<ul style="list-style-type: none"> • Name <p>Teacher</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	https://theheadteachersreport.com/data-protection-privacy-policy/
Who is data shared with?	https://theheadteachersreport.com/data-protection-privacy-policy/

System used: The National College	
Owner	Highfield Middle School
Description	A provider of online training for staff & governors
Personal Data Items	<p>Staff member</p> <ul style="list-style-type: none"> • Name • Job Title • Email • Phone number <p>Governor</p> <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Social and Emotional Screening Programme
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Class • Year Group • UPN • Assessment information • LAC <p>Staff</p> <ul style="list-style-type: none"> • Name • Class
Why is it being processed?	Social & emotional development tracking

Who is data shared with?	School staff
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System used: Tootoot	
Owner	Highfield Middle School
Description	tootoot gives students a safe voice to be able to report incidents of bullying, cyberbullying, racism, extremism, radicalisation, sexism, mental health and self-harm directly to their place of learning. Tootoot gives students an alternative way to disclose their concerns when they are unable to do so face-to-face.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Contact details • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • School • Class • Year <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Contact details
Why is it being processed?	To provide access for staff, pupils and parents/carers to the tootoot tools.
Who is data shared with?	Staff, parents

System used: TrustGov	
Owner	Highfield Middle School
Description	A governance MIS
Personal Data Items	<p>Governors & Staff</p> <ul style="list-style-type: none"> • Name • Phone Number • Email Address • Mailing Address • Job Title • Date of Birth • Declaration of Interest
Why is it being processed?	A governance planning and compliance system
Who is data shared with?	https://berryeducation.com/trustgov-privacy-policy/

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

System used: Unifrog	
Owner	Highfield Middle School
Description	Research platform for destinations
Personal Data Items	Child <ul style="list-style-type: none"> • 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: Virtual College	
Owner	Highfield Middle School
Description	Online training that saves you time and money Looking for high quality compliance and professional development training? Our vast library of accredited and certified online courses can help. Covering everything from food safety, safeguarding, health and safety through to personal development and leadership & management, our online courses are simple, cost-effective and accessible for all.
Personal Data Items	teacher

	<ul style="list-style-type: none"> • Name • email
Why is it being processed?	https://www.virtual-college.co.uk/privacy-policy
Who is data shared with?	https://www.virtual-college.co.uk/privacy-policy

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

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

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

System used: Wonde	
Owner	Highfield Middle School
Description	Manages transfer of data from Sims MIS to School360.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name Pupil <ul style="list-style-type: none"> • 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	Highfield Middle School
Description	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
Personal Data Items	Teacher <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name
Why is it being processed?	https://zoom.us/trust

Who is data shared with?

<https://zoom.us/trust>