



Highfield Middle School

GDPR Privacy Notice Summary Report

Date: 08/12/2025

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 |

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| | 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 |
| CPOMS | CPOMS - Safeguarding and Child Protection Software | yes |

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| | for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| Debbie Judd HR | Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach. | |
| 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 | |

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| | 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 |
| Every by IRIS | A leading provider of compliance and HR management solutions for the education sector. Software to make your working life simpler. | 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 | |

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| | 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 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. | |
| 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. | |
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| 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 | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get started Tips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| My Maths | MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge. | |
| My ON Renaissance Reading | 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 | |

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| | 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. | |
| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. | |
| National Tutoring Programme (NTP) | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. | yes |
| Nereo (Matrix) | North East Regional Employers' Organisation is one 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. | |
| Nessy | 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. | |
| Nessy - Literacy interventions | 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 | |
| NFER | Assessment materials, reading test and pupil progress data | |
| Oak Academy | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a | |

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| | broad range of subjects, from reception to year 11. There are no sign-ups or logins required. | |
| Parent mail | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events | |
| ParentPay | ParentPay is an online payment service for schools and families. | yes |
| Performance Management | Staff appraisals | |
| Personnel files | Information relating to staff employment | |
| Photographs and videos of staff and pupils. | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. | |
| 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. | |
| 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. | |
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| School meals identification | Identification of pupils for meals | 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 | |
| SIMS | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| 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 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 | |

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| | <p>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 trustees that little bit easier so that you don't have to burn the midnight oil trying to finish your report.</p> | |
| The National College | <p>A provider of online training for staff & governors</p> | |

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

| System used: Accident Report Form | |
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| 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 | |
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| Owner | Highfield Middle School |
| Description | Electronic and paper mark books |
| Personal Data Items | Child |

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| | <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 | |
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| Owner | Highfield Middle School |
| Description | Attendance information about pupils and classes |
| Personal Data Items | Pupil <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 | |
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| 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 | Teacher <ul style="list-style-type: none"> • Name Child <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 | |
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| 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 | teacher <ul style="list-style-type: none"> • Name • email address child <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) | |
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| Owner | Highfield Middle School |
| Description | Information relating to the behaviours of particular pupils |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Educational Behavioural Needs • Social Care Status • Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff |

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| | <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 |

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| 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/ |

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| 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 | <p>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.</p> |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • 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 <p>Staff</p> <ul style="list-style-type: none"> • 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 | User <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 | Staff <ul style="list-style-type: none"> • Images Child <ul style="list-style-type: none"> • Images Visitor <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 umber • 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 |

| | |
|-----------------------------------|---|
| | Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers <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 | Pupils <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers |

| | |
|-----------------------------------|--|
| | <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 |

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|-----------------------------------|--|
| System used: CPOMS | |
| Owner | Highfield Middle School |
| Description | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class • Details of incident • Admission Date • DOB • SEN, with status • Medical Conditions • UPN • Pupil Premium • Religion • EAL • LAC • Year Group • Ethnicity • First Language • Pregnancy <p>Main contact</p> <ul style="list-style-type: none"> • Name • Telephone Number |
| Why is it being processed? | To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained. |
| Who is data shared with? | School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents. |

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

| 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 |

| 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 | |
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|-----------------------------------|---|
| 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 |

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|-----------------------------------|---|
| 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/ |

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|----------------------------|---|
| 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 |

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|-----------------------------------|--|
| 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 |

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|-----------------------------------|---|
| System used: Education Mutual | |
| Owner | Highfield Middle School |
| Description | Staff absence protection for schools |
| Personal Data Items | Staff <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 |

| 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: Every by IRIS | |
|----------------------------|--|
| Owner | Highfield Middle School |
| Description | A leading provider of compliance and HR management solutions for the education sector. Software to make your working life simpler. |

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|-----------------------------------|---|
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Job Title • Contact information including employer, address, email address, IP address, phone number, • Postcode, industry and sector • |
| Why is it being processed? | We may use and process your personal information where this is necessary to enter into or perform a contract with you and to fulfil and complete your orders, purchases and other transactions entered into with us. |
| Who is data shared with? | Trust |

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|-----------------------------------|---|
| 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 | Staff <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications Pupil <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.' |

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|----------------------------|--|
| System used: FFT Aspire | |
| Owner | Highfield Middle School |
| Description | Performance analysis, target setting, pupil progress tracking, attendance tracking and reading assessment. |
| Personal Data Items | Staff |

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|-----------------------------------|---|
| | <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. |

| System used: GL Assessment- Testwise | |
|--------------------------------------|--|
| Owner | Highfield Middle School |
| Description | We are the leading provider of formative assessments to schools across |

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| | 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 <p>Child</p> <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 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 |

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|-----------------------------------|---|
| Personal Data Items | Name <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 |

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|-------------------------------------|---|
| 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/ |

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|-----------------------------------|--|
| System used: Health & Safety | |
| Owner | Highfield Middle School |
| Description | Records pertaining to Health & Safety |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident Child <ul style="list-style-type: none"> • Name • Contact details • D.o.B • Record of Accident/Incident Visitor <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: 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 | <p>Staff, Governor and Parents</p> <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 |

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| | 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 | Staff <ul style="list-style-type: none"> • Name • Machine name • I/P address • URLs visited • School Pupil <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 |

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|-----------------------------------|---|
| | County. |
| Personal Data Items | School <ul style="list-style-type: none"> • Name Staff <ul style="list-style-type: none"> • Initials Pupil <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 | Pupil <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background Parents & Carers <ul style="list-style-type: none"> • Name • Contact Details • Address • Staff <ul style="list-style-type: none"> • Name • Position External Support <ul style="list-style-type: none"> • Name • Organisation • Position |

| | |
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| | <ul style="list-style-type: none"> • 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 • 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 | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details |
| | Parents/Carers <ul style="list-style-type: none"> • Name • Address • Contact Details |
| | Staff <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) |

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

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|-----------------------------------|---|
| 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) <p>Parent</p> <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 startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background</p> |
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|-----------------------------------|---|
| 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 |

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|-----------------------------------|---|
| 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 |

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

| System used: Nereo (Matrix) | |
|-----------------------------------|--|
| Owner | 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. |

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| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name child <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/ |

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| 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 | Pupil <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 |

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|----------------------------|---|
| System used: NFER | |
| Owner | Highfield Middle School |
| Description | Assessment materials, reading test and pupil progress data |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • School • Contact details Pupil <ul style="list-style-type: none"> • Name • Date of birth • School • Performance data |
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| 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: 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 | Teacher <ul style="list-style-type: none"> • Name Pupil <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: Parent mail | |
|----------------------------|--|
| Owner | Highfield Middle School |
| Description | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events |
| Personal Data Items | School <ul style="list-style-type: none"> • Name • School email address Staff <ul style="list-style-type: none"> • Name • Class • Title • e-mail • Gender • Telephone number • DOB • School address Pupil |

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

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|----------------------------|--|
| System used: ParentPay | |
| Owner | Highfield Middle School |
| Description | ParentPay is an online payment service for schools and families. |
| Personal Data Items | <p>staff</p> <ul style="list-style-type: none"> • Name • Gender <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Gender • Groups • Dietary requirements • Postal address • UPN • Roll number • Meal selections and history • Emergency contact information • Medical details • EHIC • Doctors contact • Passport <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Gender |

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| | <ul style="list-style-type: none"> • Address • Phone number • Email • Payment history & balance • Payment card details |
| Why is it being processed? | To provide parents with an online payment system for meals, school trips and other activities/resources. |
| Who is data shared with? | School staff |

| System used: 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 | Staff <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. |
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| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Photograph • Video Pupil <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) Governor <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 |

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| 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 |

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|---|---|
| System used: Provider Portal (Admissions) | |
| Owner | Highfield Middle School |
| Description | Provider Portal (Admissions) - portal for admissions of pupils to schools. |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Age • Address • Gender, Race, FSM, PP, SEND, EHCP etc. Parent <ul style="list-style-type: none"> • Name • Age |

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

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| 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 |

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| 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 | Staff <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/ |

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|-----------------------------------|---|
| 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 | Staff <ul style="list-style-type: none"> • Name • School • MIS id • Classes Pupil <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 |

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| System used: Recruitment information |
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| 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 |

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|-----------------------------------|---|
| 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 |

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| 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 |

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|-----------------------------------|---|
| | <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 |

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|-----------------------------------|---|
| | Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers <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 |

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|-----------------------------------|---|
| 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 | Staff <ul style="list-style-type: none"> • Photographs • Video Pupil <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 |

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| System used: School meals identification | |
| Owner | Highfield Middle School |
| Description | Identification of pupils for meals |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Photograph • Dietary requirement |
| Why is it being processed? | To ensure the pupils receive appropriate dietary requirements, particularly |

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| | those with food allergies. |
| Who is data shared with? | Not shared |

| 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 |

| | |
|-----------------------------------|---|
| | Parent <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 | Pupils <ul style="list-style-type: none"> Name Date of Birth Address Health Needs Social Care Status Educational Needs SEND History Parents / Carers <ul style="list-style-type: none"> Name Address Contact details Staff <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 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 |

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|---------------------------------|-------------------------|
| System used: Send Paper Records | |
| Owner | Highfield Middle School |

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|-----------------------------------|---|
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • 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 |

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|----------------------------|---|
| 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 |
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| 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: SIMS | |
|----------------------------|--|
| Owner | Highfield Middle School |
| Description | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date of birth • Address • Title • Gender • Class • Year • Parent/carers name • UPN • Dietary Requirements • Medical information • Attendance/exclusion • FSM • SEN • Assessment information • Child Protection Plan • School history • Looked After Information <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Phone number |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • email address • Title • Gender • DOB • NI Number • Ethnicity • Bank Account Information • Qualifications • Disability & Medical Information • Religion • Marital status • Language • Passport Information • Dietary requirements • Absences • Car information • Next of Kin • Payroll number • DBS Information |
| Why is it being processed? | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements. |
| Who is data shared with? | Parents |

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| 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 |

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| 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 |

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| | <p>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.</p> |
| 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://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf |
| Who is data shared with? | https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf |

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| 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 | <p>Child</p> <ul style="list-style-type: none"> • Name • Age • <p>Parent</p> <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 | |
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| 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 | |
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| 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 | Teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name Age <ul style="list-style-type: none"> • Name Parent <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 | |
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| 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 |

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| | strategies that make being a human a little easier. |
| Personal Data Items | User <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 |

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| 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 | School <ul style="list-style-type: none"> • Name • Contact Address • Contact Email • Contact Telephone Number • Billing Address Staff <ul style="list-style-type: none"> • Name Pupil <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 |

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| | providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service. |
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| System used: The Headteacher Report | |
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| Owner | Highfield Middle School |
| Description | 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. |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name Teacher <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 | |
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| Owner | Highfield Middle School |
| Description | A provider of online training for staff & governors |
| Personal Data Items | Staff member <ul style="list-style-type: none"> • Name • Job Title • Email • Phone number Governor <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 | |
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| 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 |

| System used: Tootoot | |
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| 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. |
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| Who is data shared with? | Staff, parents |
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| System used: TrustGov | |
| Owner | Highfield Middle School |
| Description | A governance MIS |
| Personal Data Items | Governors & Staff <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/ |

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| 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 |

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| System used: Unifrog | |
| Owner | Highfield Middle School |
| Description | Research platform for destinations |
| Personal Data Items | Child |

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| | <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 | |
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| 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 | |
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| 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 | |
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| Owner | Highfield Middle School |
| Description | Influenced, inspired and informed by the work of leading maths |

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| | <p>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.</p> |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Email address • Payment details <p>Child</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address <p>Parent</p> <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/ |

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| System used: Wonde | |
| Owner | Highfield Middle School |
| Description | Manages transfer of data from Sims MIS to School360. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/group • Year • UPN • Gender |

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

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| 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <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 |