

# Longhorsley St Helens C of E First School GDPR Privacy Notice Summary Report Date: 28/10/2025

Data Protection Officer: Louise Gilmour

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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
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
Behaviour Files - Paper (in class)	Information relating to the behaviours of particular pupils	yes
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
Data tracking spreadsheets	Spreadhseets (excel) to track progress of children over the course of their school career.	yes
Dietary requirements information sheets	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
Eschools Website Provider	On-line school website building tool	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Governance	Details of all members of the Governing Body	
Health & Safety	Records pertaining to Health & Safety	
Just2easy	Suite of online tools for Desk Top Publishing, Blogging,	

	Infant toolkit and Tables, spelling an arithmetic SATs testers.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments	yes
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.	
NFER	Assessment materials, reading test and pupil progress data	
Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
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
Personnel files	Information relating to staff employment	
Phonics play	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and	

	resources to help children to learn	
Photographs and videos of staff and pupils.	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.	
Recruitment information	Part of the job application process	yes
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
School meals identification	Identification of pupils for meals	yes
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
Schoolcomms	Communication app for parents	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
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.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Thrive	Social and Emotional Screening Programme	yes
Times Tables Rock Stars	Online times tables practice and testing.	
Visitor book	Log of all visitors into school / fire regulations	
Wonde	Manages transfer of data from Sims MIS to School360.	yes

System used: Accident book	
Owner	Longhorsley St Helens C of E First School
Description	Log of accidents / minor injuries in school
Personal Data Items	Pupil  Name class Injury first aid
Why is it being processed?	To record injuries in school
Who is data shared with?	Parents

System used: Accident Report Form	
Owner	Longhorsley St Helens C of E First School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	Pupil  Name DOB Gender Address Telephone number Date and time of accident nature of injury Place of accident First aid Circumstances Action taken Witness information  Staff member
	<ul> <li>Name</li> <li>Occupation</li> <li>DOB</li> <li>Gender</li> <li>Address</li> <li>Telephone number</li> <li>Date and time of injury</li> <li>nature of injury</li> <li>place of accident</li> <li>First aid</li> <li>Circumstances</li> <li>Action taken</li> <li>Witness information</li> </ul>

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Why is it being processed?	Statutory obligations to comply with Health and Safety regulations.
Who is data shared with?	NCC / parents

System used: Assessment Records	
Owner	Longhorsley St Helens C of E First School
Description	Electronic and paper mark books
Personal Data Items	<ul> <li>Name</li> <li>Gender</li> <li>Disadvantaged cohort</li> <li>SEND Code</li> <li>Key Stage 2 Assessment data</li> <li>Internal Assessment Data</li> </ul>
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents

System used: Attendance file	
Owner	Longhorsley St Helens C of E First School
Description	Attendance information about pupils and classes
Personal Data Items	Pupil  Name DOB Class Gender UPN Address Telephone number Parental contact Ethnic origin Current attendance Past attendance
Why is it being processed?	To regularly check pupil's attendance towards a desired goal
Who is data shared with?	EWO and other agencies as required / parents

System used: Behaviour Files - Paper (in class)	
Owner	Longhorsley St Helens C of E First School
Description	Information relating to the behaviours of particular pupils

Personal Data Items	<ul> <li>Name</li> <li>Date of Birth</li> <li>Address</li> <li>Health Needs</li> <li>Educational Behavioural Needs</li> <li>Social Care Status</li> </ul>
	<ul><li>Parents/Carers</li><li>Name</li><li>Address</li><li>Contact Details</li></ul>
	Staff  • Name • Position
	<ul> <li>External Support Workers</li> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>
Why is it being processed?	To ensure access to education appropriate to needs
Who is data shared with?	External support workers as applies

System used: Charanga	
Owner	Longhorsley St Helens C of E First 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	Name     School     email address     Mobile phone umber     Pupils groups  Pupil     Name

	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	Longhorsley St Helens C of E First School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs Child Protection Plan/Actions
	<ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul> Staff <ul> <li>Name</li> <li>Position</li> </ul>
	Name     Address     Contact Details  External Support Workers      Name     Organisation     Position     Address     Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school

# System used: Child Protection Records - Paper

Owner	Longhorsley St Helens C of E First School
Description	Records relating to child protection issues for individual pupils
Personal Data Items	Pupils  Name  Date of Birth Address Health Needs Social Care Status Educational needs Child Protection Plan/Actions  Parents/Carers  Name Address Contact Details  Staff  Name Position  Social Care Worker  Name Address Contact Details  External Support Workers  Name Organisation Position Address Contact Details
Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Consent for educational visits	
Owner	Longhorsley St Helens C of E First School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	Pupil
	Name

	<ul> <li>DOB</li> <li>Health conditions</li> <li>Medication</li> <li>Dietary requirements</li> <li>Contact information</li> <li>Family doctor</li> </ul>
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: Data tracking spreadsheets	
Owner	Longhorsley St Helens C of E First School
Description	Spreadhseets (excel) to track progress of children over the course of their school career.
Personal Data Items	<ul> <li>Name</li> <li>date of birth</li> <li>gender</li> <li>class</li> <li>year</li> <li>FSM</li> <li>SEN</li> <li>Assessment info</li> </ul>
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: Dietary requirements information sheets	
Owner	Longhorsley St Helens C of E First School
Description	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)
Personal Data Items	Pupil  Name DOB Dietary information
Why is it being processed?	Health and safety - to avoid children coming into contact with specific foods
Who is data shared with?	n/a

System used: Eschools Website Provider	
Owner	Longhorsley St Helens C of E First School
Description	On-line school website building tool
Personal Data Items	School Information  Name Address Contact information Class names Staff names Governor names Year group information (planning, homework) Newsletters  Pupil Photographs  Photographs
Why is it being processed?	To inform parents and the wider community about the life of the school
Who is data shared with?	The general public eschools is a public facing website

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System used: EVOLVE visits	
Owner	Longhorsley St Helens C of E First School
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	Staff  Name e-mail address IP address Location data Qualifications  Pupil  Name Date of Birth UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Examination Boards administration	
Owner	Longhorsley St Helens C of E First School
Description	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
Personal Data Items	<ul> <li>Name</li> <li>Date of birth</li> <li>Gender</li> <li>Unique Candidiate identifier</li> <li>Unique Learner Number</li> <li>Legal Name</li> <li>Coursework marks</li> <li>Forecast grades</li> </ul>
Why is it being processed?	Exam entry and issuing of qualifications
Who is data shared with?	Examination Board

System used: Google drive for education	
Owner	Longhorsley St Helens C of E First School
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	Staff  Name Classes / groups Gmail address  Pupil  Name Classes / groups Gmail address  Governor  Name Governor  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: Governance	
Owner	Longhorsley St Helens C of E First School
Description	Details of all members of the Governing Body

Personal Data Items	Name
	<ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> <li>Photos</li> <li>Attendance at Meetings</li> <li>Pecuniary Interests</li> </ul>
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority and the general public

System used: Health & Safety	
Owner	Longhorsley St Helens C of E First School
Description	Records pertaining to Health & Safety
Personal Data Items	Staff  Name Contact details D.o.B Record of Accident/Incident  Child  Name Contact details D.o.B Record of Accident/Incident  Visitor  Name Contact details 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: Just2easy	
Owner	Longhorsley St Helens C of E First School
Description	Suite of online tools for Desk Top Publishing, Blogging, Infant toolkit and Tables, spelling an arithmetic SATs testers.
Personal Data Items	Child
	Name

	<ul> <li>Gender</li> <li>Class / Year group</li> <li>School</li> </ul> Staff <ul> <li>Name</li> <li>Class / Year group</li> <li>School</li> </ul>
Why is it being processed?	To provide access for staff and pupils to a variety of learning resources through School360
Who is data shared with?	N/A

System used: Lightspeed Internet Filtering	
Owner	Longhorsley St Helens C of E First School
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	Staff  Name Machine name I/P address URLs visited School  Pupil  Name Machine name Machine name U/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	Longhorsley St Helens C of E First School
Description	The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.
Personal Data Items	School  • Name

	• Initials
	Pupil  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	Longhorsley St Helens C of E First School
Description	Information relating to children who are in Looked After Care
Personal Data Items	Pupil  Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background  Parents & Carers  Name Contact Details Address  Staff  Name Position  External Support  Name Organisation Position Address Contact Details 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	Longhorsley St Helens C of E First School
Description	Information relating to children who are Looked After
Personal Data Items	Pupils  Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background  Name Contact Details Address  Staff  Name Position  External Support Workers  Name Organisation Position Address Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving School

System used: Medical Files - Electronic	
Owner	Longhorsley St Helens C of E First School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	<ul><li>Pupils</li><li>Name</li><li>Date of Birth</li><li>Address</li><li>Health Needs</li></ul>

	<ul> <li>Educational Needs</li> <li>Medical History</li> <li>Medication Details</li> </ul> Parents/Carers <ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul> Staff <ul> <li>Name</li> <li>Position</li> </ul> External Support Workers <ul> <li>Name</li> <li>Organisation</li> <li>Position</li> </ul> <ul> <li>Address</li> <li>Contact Details</li> </ul>
Why is it being processed?	To ensure access to education
Who is data shared with?	Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)

System used: Medical Files - Paper	
Owner	Longhorsley St Helens C of E First School
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs Medical History Medication Details  Parents/Carers  Name
	<ul><li>Name</li><li>Address</li><li>Contact Details</li></ul>
	Staff
	Name

	• Position
	External Support Workers
	<ul><li>Name</li><li>Organisation</li><li>Position</li><li>address</li><li>Contact details</li></ul>
Why is it being processed?	To ensure access to education
Who is data shared with?	Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

System used: Medical log	
Owner	Longhorsley St Helens C of E First School
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	Pupil  Name Inhaler / medication information (doseage) DOB Class Medical condition Signs and symptoms Treatment Parental consent Name of medication and dose Side effects Storage requirements Special equipment Testing needed Access to food drink Dietary requirement Staff support Contingency arrangements Family / emergency contacts Hazard Risk Control measures / risk evaluation
Why is it being processed?	Health and safety of child
Who is data shared with?	Staff, NCC and NHS professionals

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)	
Owner	Longhorsley St Helens C of E First 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  • 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: NFER	
Owner	Longhorsley St Helens C of E First School
Description	Assessment materials, reading test and pupil progress data
Personal Data Items	Name     School     Contact details  Pupil      Name     Date of birth     School     Performance data
Why is it being processed?	To assess pupil attainment and help staff track progress and set targets.
Who is data shared with?	Not shared

System used: Nursery (Early Years) files	
Owner	Longhorsley St Helens C of E First School
Description	Early years registration information and funding information for Early Years entitlement, hours taken each week
Personal Data Items	Pupil  Name DOB Gender Address Documents seen / recorded

	<ul> <li>Parents Nat. Insurance Number</li> <li>Eligibility code</li> <li>Religion</li> <li>Email address</li> <li>Telephone number</li> <li>Parent work details</li> <li>Emergency contact details</li> <li>Former placements</li> <li>Medical information</li> <li>Ethnic origin</li> <li>SEN information</li> <li>EAL</li> <li>Armed forces</li> <li>Meal arrangements</li> <li>Parental consent: medicine, photos, website, school publications, press, local excursions</li> <li>Start dates</li> <li>Desired sessions</li> </ul>
Why is it being processed?	To ensure registration of chidlren into school and that children receive their entitlements
Who is data shared with?	School staff, NCC, outside agencies as required

System used: Parent mail	
Owner	Longhorsley St Helens C of E First 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  Name School email address  Staff  Name Class Title e-mail Gender Telephone number DOB School address
	Pupil
	<ul> <li>Name</li> <li>Year</li> <li>Parent/carer name</li> <li>Title</li> <li>Class</li> </ul>

	<ul> <li>Gender</li> <li>DOB</li> <li>Address</li> <li>DOB</li> </ul> Parent/carer
	<ul> <li>Name</li> <li>Telephone number</li> <li>email address</li> <li>Title</li> <li>Gender</li> <li>Address</li> </ul>
Why is it being processed?	To provide access to a range of communication and payment tools
Who is data shared with?	School staff

System used: ParentPay	
Owner	Longhorsley St Helens C of E First School
Description	ParentPay is an online payment service for schools and families.
Personal Data Items	Name Gender  Pupil  Name Date of birth Gender Groups Dietary requirements Postal address UPN Roll number Meal selections and history Emergency contact information Medical details EHIC Doctors contact Passport  Parent/Carer  Name Gender Address Phone number Email Payment history & balance Payment card details

Why is it being processed?	To provide parents with an online payment system for meals, school trips and other activities/resources.
Who is data shared with?	School staff

System used: Personnel files	
Owner	Longhorsley St Helens C of E First School
Description	Information relating to staff employment
Personal Data Items	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: Phonics play	
Owner	Longhorsley St Helens C of E First School
Description	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn
Personal Data Items	School  • Name  Pupil  • Name  Staff  • Name
Why is it being processed?	To provide access to online learning resources for pupils and staff.
Who is data shared with?	Staff

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

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

System used: Registers	
Owner	Longhorsley St Helens C of E First School
Description	Daily register, after school club registers, lunch register
Personal Data Items	Child

	<ul><li>Name</li><li>Address</li><li>Date of Birth</li><li>Lunch Status</li><li>Attendance</li></ul>
Why is it being processed?	To monitor children's attendance - legal obligation.
Who is data shared with?	School staff, after school club providers

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

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

System used: School meals identification	
Owner Longhorsley St Helens C of E First School	
Description	Identification of pupils for meals
Personal Data Items	Pupil

	<ul><li>Name</li><li>Photograph</li><li>Dietary requirement</li></ul>
Why is it being processed?	To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.
Who is data shared with?	Not shared

System used: School360	
Owner	Longhorsley St Helens C of E First School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	Name     School id     Class/Group     Year     UPN (Unique Pupil Number)     Gender     Attendance (If School360 used for registration)     Pupil concern reports     EYFS reflections  Staff  Name     Staff Alternative e-mail address     Teacher pupil notes
Why is it being processed?	To facilitate setting up and access to the County learning platform - School360
Who is data shared with?	SIMs Wonde Frog Learning Just2easy Interactive Resources

System used: Schoolcomms	
Owner	Longhorsley St Helens C of E First School
Description	Communication app for parents
Personal Data Items	Pupil  Name Attendance data  Parent  Name Address e-mail address

	Mobile number
Why is it being processed?	To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.
Who is data shared with?	'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.'

System used: SEND electronic records	
Owner	Longhorsley St Helens C of E First School
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs SEND History  Parents / Carers  Name Address Contact details  Staff  Name Position  External Support Workers  Name Organisation Position Address Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case

System used: Send Paper Records	
Owner	Longhorsley St Helens C of E First School
Description	Records relating to individual pupil's SEND history
Personal Data Items	Pupil  Name Date Of Birth Address Medical Information Health & Social Care Specific Educational Needs Interventions In Place  Parents  Name Address Contact Details  Staff  Name Position  External Support  Name Organisation Position Address Contact Details
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: SIMS	
Owner	Longhorsley St Helens C of E First 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	Pupil  Name Date of birth

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

### Parent/Carer

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

### **Staff**

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

Why is it being processed?	Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.
Who is data shared with?	Parents

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

System used: Tapestry	
Owner	Longhorsley St Helens C of E First School
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	School  Name Address Email address and name of person who pays for service in school  Pupil  Name Date of birth Notes on progress Photographs Videos Address  Parent  Name email address  Staff  Name Email address

Why is it being processed?	To provide access to an online early years journal which records pupil activity and progress throughout the year.
Who is data shared with?	The child's? new school if it uses Tapestry.

System used: Thrive	
Owner	Longhorsley St Helens C of E First School
Description	Social and Emotional Screening Programme
Personal Data Items	Pupil  Name DOB Class Year Group UPN Assessment information LAC  Staff  Name Class
Why is it being processed?	Social & emotional development tracking
Who is data shared with?	School staff

System used: Times Tables Rock Stars	
Owner	Longhorsley St Helens C of E First School
Description	Online times tables practice and testing.
Personal Data Items	Name     Email address     School name     School address  Pupil  Name     Year group     Maths group
Why is it being processed?	To provide access to online learning tool.
Who is data shared with?	Staff

System used: Visitor book	
Owner	Longhorsley St Helens C of E First School
Description	Log of all visitors into school / fire regulations
Personal Data Items	<ul> <li>Visitor</li> <li>Name</li> <li>Date and time</li> <li>Car registration</li> <li>Purpose of visit</li> <li>Company</li> </ul>
Why is it being processed?	Safeguarding, health and safety, fire regulations
Who is data shared with?	School staff, visitors

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