

# Stobhillgate GDPR Privacy Notice Summary Report Date: 19/10/2025

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
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
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 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	yes
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
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
Class Charts	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.	
Class Dojo	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.	
Commando Joes	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.	yes
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	yes
CPOMS	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	yes
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-Census and workforce Census	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.	
Dietary requirements information sheets	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)	yes
Edenred	Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid	

	cards, online platforms and digital & SMS products to help engage and motivate your employees, customers and business partners. Over 20 different solutions last time we checked.	
Education Mutual	Staff absence protection for schools	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
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.	
ICT North	IT services for schools	
Jump- Website Provider	User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication	
Language Angels	Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school.	
Letter join	Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-	

	join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Live Kitchen	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis	
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
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus,	

	all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background	
MS Office Suite	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.	
My 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 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.	
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.	
NFER	Assessment materials, reading test and pupil progress data	
Nursery (Early Years) files	Early years registration information and funding informaiton for Early Years entitlement, hours taken each week	yes
Parents Evening Booking System	Online booking system for parents evenings and other school events.	
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.	
Primary Site	School website provider	
PS Financials	Accounting, purchasing, budgeting and reporting software.	
Purple Mash	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.	
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
SAS - Staff absence Insurance	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: •  Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options •  Maternity, Paternity & Adoption Benefit (optional) •  Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement •  Nurse Telephone Support Service through our inhouse NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional	
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	yes
SchoolGrid	SchoolGrid provides kitchen management software to schools and caterers across the public sector.	

Seesaw	Seesaw - Student driven digital portfolios and simple parent communication.	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
The Headteacher Report	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.	
The National College	A provider of online training for staff & governors	
Times Tables Rock Stars	Online times tables practice and testing.	
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 indepth 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
Y4 Multiplication Check	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.	
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.	
Michelle Fowler, School Photographer	Collates names and UPN numbers in order to provide images for parents to purchase	
Reading Plus	The Reading Plus adaptive assessment, InSight, is a valid and reliable assessment that was created under the direction and guidance of leading reading and assessment researchers. InSight goes beyond typical measures of comprehension and vocabulary by also measuring comprehension-based silent reading rate and motivation. The rich data not only gives teachers a deep understanding of their students' needs, but also empowers students to follow their own personalized paths to reading proficiency.	yes

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

System used: Accident book	
Owner	Stobhillgate
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	Stobhillgate
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	<ul> <li>Name</li> <li>DOB</li> <li>Gender</li> <li>Address</li> <li>Telephone number</li> <li>Date and time of accident</li> <li>nature of injury</li> <li>Place of accident</li> </ul>

	<ul> <li>First aid</li> <li>Circumstances</li> <li>Action taken</li> <li>Witness information</li> </ul>
	<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>
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	Stobhillgate
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	Stobhillgate
Description	Attendance information about pupils and classes
Personal Data Items	Pupil
	Name

	<ul> <li>DOB</li> <li>Class</li> <li>Gender</li> <li>UPN</li> <li>Address</li> <li>Telephone number</li> <li>Parental contact</li> <li>Ethnic origin</li> <li>Current attendance</li> <li>Past attendance</li> </ul>
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	Stobhillgate
Description	Information relating to the behaviours of particular pupils
Personal Data Items	Pupils  Name Date of Birth Address Health Needs Educational Behavioural Needs Social Care Status  Name Address Contact Details  Staff  Name Position  External Support Workers  Name Organisation Position Address Contact Details
Why is it being processed?	To ensure access to education appropriate to needs
Who is data shared with?	External support workers as applies

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

System used: Black and Banton	
Owner	Stobhillgate
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	Name     all employment details
Why is it being processed?	Staff wellbeing and to allow investiggtion 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	Stobhillgate
Description	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.
Personal Data Items	Pupil  Name DOB Address

	<ul> <li>Title</li> <li>Gender</li> <li>Class</li> <li>Year</li> <li>Parent/carer name and contact details</li> <li>UPN</li> <li>Dietary Requirements</li> <li>Medical Information</li> <li>Attendance/exclusion</li> <li>FSM</li> <li>SEN</li> <li>EAL &amp; First Language</li> <li>Assessment Information</li> <li>Pupil Premium</li> <li>Child Protection Plan</li> <li>School history</li> <li>Looked After information</li> <li>Ethnicity</li> <li>Religion</li> </ul> Staff <ul> <li>Name</li> </ul>
	<ul> <li>Address</li> <li>Phone number</li> <li>Email address</li> <li>Title</li> <li>Gender</li> <li>DOB</li> <li>NI Number</li> <li>Ethnicity</li> <li>Bank Account information</li> <li>Qualifications</li> <li>Disability and Medical Information</li> <li>Religion</li> <li>Martial status</li> <li>Language</li> <li>Passport information</li> <li>Dietary requirements</li> <li>Absences</li> <li>Car information</li> <li>Next of Kin</li> <li>Payroll number</li> <li>DBS Information</li> </ul>
Why is it being processed?	https://bromcom.com/privacy-policy/
Who is data shared with?	https://bromcom.com/privacy-policy/

System used: Charanga	
Owner	Stobhillgate
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     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	Stobhillgate
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  Name Address Contact Details  Staff Name Position  Social Care Worker Address Contact Details

	<ul> <li>Name</li> <li>Organisation</li> <li>Position</li> <li>Address</li> <li>Contact Details</li> </ul>
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 Recor	System used: Child Protection Records - Paper	
Owner	Stobhillgate	
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 Address Contact Details  External Support Workers  Name Organisation Position Address Contact Details	

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

System used: Class Charts	
Owner	Stobhillgate
Description	Because Class Charts is designed by an ex-teacher, we understand the issues schools face and we make a big impact in schools by improving behaviour, attendance and teaching & learning. Schools that use Class Charts equip themselves with a BETT Award winning solution that is effective & easy to use for everyone involved. We streamline every aspect of classroom management, reducing teacher workload and empowering SLT with real time data for informed decision making.
Personal Data Items	teacher  Name  child  Name  age  Name
Why is it being processed?	https://www.edukey.co.uk/gdpr-compliance/
Who is data shared with?	https://www.edukey.co.uk/gdpr-compliance/

System used: Class Dojo	
Owner	Stobhillgate
Description	Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.
Personal Data Items	<ul> <li>Name</li> <li>Phone number</li> <li>email</li> <li>Password</li> <li>Device id</li> <li>Gender</li> <li>School</li> <li>School address</li> <li>Geo Location</li> <li>Photos, Videos, Docs and audio</li> <li>IP address</li> </ul>

	Pupil  Name Password Age School IP Address  Parent/carer  Name Phone number Email address Password Device id Gender School Geo location IP Address
Why is it being processed?	To provide access to the online curriculum and classroom management? tools
Who is data shared with?	Shared within school

System used: Commando Joes	
Owner	Stobhillgate
Description	The Commando Joe online judgement tool allows leaders to take a snapshot glance at progress of the 7 behaviour traits across the school/classes. This alongside academic attainment shows progress of all groups including pupils eligible for Pupil Premium or those with SEND.
Why is it being processed?	To track the impact of the program on the children.
Who is data shared with?	https://commandojoes.co.uk/privacy-policy/

System used: Consent for educational visits	
Owner	Stobhillgate
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	Pupil  Name DOB Health conditions Medication Dietary requirements Contact information Family doctor

Why is it being processed?	To ensure school has up to date information when taking children off site
Who is data shared with?	NCC or medical practitioners / providers

System used: CPOMS	
Owner	Stobhillgate
Description	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schoolls. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.
Personal Data Items	Pupil  Name Class Details of incident Admission Date DOB SEN, with status Medical Conditions UPN Pupil Premium Religion EAL LAC Year Group Ethnicity First Language Pregnancy  Main contact  Name Telephone Number
Why is it being processed?	To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.
Who is data shared with?	School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.

System used: Data tracking spreadsheets	
Owner	Stobhillgate

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: Debbie Judd HR	
Owner	Stobhillgate
Description	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.
Personal Data Items	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-Census and workforce Census

Owner	Stobhillgate
Description	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.
Personal Data Items	Staff
	Name
Why is it being processed?	https://www.gov.uk/help/privacy-notice
Who is data shared with?	https://www.gov.uk/help/privacy-notice

System used: Dietary requirements information sheets	
Owner	Stobhillgate
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: Edenred	
Owner	Stobhillgate
Description	Edenred is all about motivating and engaging people and making life/work better. About helping organisations all over the world perform better. And here's a bit more about how we do it. We offer the widest range of incentives, rewards and benefits solutions, individually designed to fit your audience, your goals and your budget - a unique and unrivalled total reward & recognition solution. We help organisations and public institutions streamline and simplify payment processes, reduce administrative burdens, save money and make life easier for everyone. We do this through Vouchers, prepaid cards, online platforms and digital & SMS products to help engage and motivate your employees, customers

	and business partners. Over 20 different solutions last time we checked.
Personal Data Items	parent
	Name
	child
	<ul><li>Name</li><li>age</li></ul>
Why is it being processed?	https://www.edenred.co.uk/legal/legal-entity/privacy-policy/
Who is data shared with?	https://www.edenred.co.uk/legal/legal-entity/privacy-policy/

System used: Education Mutual	
Owner	Stobhillgate
Description	Staff absence protection for schools
Personal Data Items	<ul> <li>Name</li> <li>DOB</li> <li>Gender</li> <li>Role</li> <li>Salary Band</li> <li>Contact name</li> </ul>
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: EVOLVE visits	
Owner	Stobhillgate
Description	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.
Personal Data Items	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: GL-Assessment	
Owner	Stobhillgate
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	Staff  Name School Email Class  Pupil  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 drive for education	
Owner	Stobhillgate
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	Name     Classes / groups     Gmail address  Pupil  Name     Classes / groups

	Gmail address
	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: Google Meet	
Owner	Stobhillgate
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	teacher  Name  thild  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	Stobhillgate
Description	Details of all members of the Governing Body
Personal Data Items	Name  Name Address Contact Details Photos Attendance at Meetings Pecuniary Interests
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority and the general public

System used: HAF- HolidayActivities	

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

System used: Health & Safety	
Owner	Stobhillgate
Description	Records pertaining to Health & Safety
Personal Data Items	Staff  Name Contact details D.o.B Record of Accident/Incident  Child  Name Contact details D.o.B Record of Accident/Incident  Visitor  Name Contact details D.o.B Record of Accident/Incident
Why is it being processed?	To ensure Health and Safety Regulations are followed
Who is data shared with?	NCC, school staff and parents

System used: Huggg	
Owner	Stobhillgate
Description	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.
Personal Data Items	parent  • Name  child  • Name  • age

Why is it being processed?	https://www.huggg.me/privacy
Who is data shared with?	https://www.huggg.me/privacy

System used: ICT North	
Owner	Stobhillgate
Description	IT services for schools
Personal Data Items	Name     Username     Email address     Temporary passwords  Pupil      Name     Username     Email address     Temporary passwords
Why is it being processed?	ICT support to end users at site / access to school IT equipment.
Who is data shared with?	Staff, pupils, ICT North administrators

System used: Jump- Website Provider	
Owner	Stobhillgate
Description	User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication
Personal Data Items	• 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: Language Angels	
Owner	Stobhillgate
Description	Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of

	hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school.
Personal Data Items	• Name
	child
	Name     age
Why is it being processed?	Language_Angels_Home_School_Terms_&_Conditions.pdf
Who is data shared with?	Language_Angels_Home_School_Terms_&_Conditions.pdf

System used: Letter join	
Owner	Stobhillgate
Description	Letter-join is the teacher's companion for teaching cursive handwriting combining interactive animations and worksheets for real handwriting practice. Letter-join includes animations of all the letters of the alphabet with a spoken commentary on how to write each letter. Patterns, Letters and Words can all be watched and traced on-screen. Magic Words lets you trace over your own words on a number of exciting backgrounds and Custom Words lets you input your own words, replay the video and trace over the words for IWB practice.
Personal Data Items	School  Name  Staff  Name Class  Pupil  Name Class
Why is it being processed?	To provide online access to a range of teaching and learning materials for staff and pupils.
Who is data shared with?	Not shared

## System used: Lightspeed Internet Filtering

Owner	Stobhillgate
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: Live Kitchen	
Owner	Stobhillgate
Description	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis
Personal Data Items	Pupil  Name Age  Parent  Name email address Payment detais if using direct debit
Why is it being processed?	To provide additional functionality and a better service to pupils and parents at lunchtime.
Who is data shared with?	School staff and NCC

System used: Local Authority moderation of work	
Owner	Stobhillgate
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  Staff  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	Stobhillgate
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  Name Name

	Position
	External Support
	<ul><li>Name</li><li>Organisation</li><li>Position</li><li>Address</li><li>Contact Details</li></ul>
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	Stobhillgate
Description	Information relating to children who are Looked After
Personal Data Items	Pupils  Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background  Parents & Carers  Name Contact Details Address  Staff  Name Position  External Support Workers  Name Organisation Position Address Contact Details 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 - Electro	System used: Medical Files - Electronic	
Owner	Stobhillgate	
Description	Information in respect of specific medical needs of an individual student	
Personal Data Items	Pupils  Name Date of Birth Address Health Needs Social Care Status Educational Needs Medical History Medication Details  Parents/Carers  Name Address Contact Details  Staff  Name Position  External Support Workers  Name Organisation Position Address Contact Details	
Why is it being processed?	To ensure access to education	
Who is data shared with?	Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)	

System used: Medical Files - Paper	
Owner	Stobhillgate
Description	Information in respect of specific medical needs of an individual student
Personal Data Items	<ul> <li>Name</li> <li>Date of Birth</li> <li>Address</li> <li>Health Needs</li> <li>Social Care Status</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> <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	Stobhillgate
Description	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments
Personal Data Items	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

	<ul><li>Hazard</li><li>Risk</li><li>Control measures / risk evaluation</li></ul>
Why is it being processed?	Health and safety of child
Who is data shared with?	Staff, NCC and NHS professionals

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

System used: MS Office Suite	
Owner	Stobhillgate
Description	Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams.
Personal Data Items	• Name • Classes

	Pupil	
	Name	
	Governor	
	Name	
Why is it being processed?	To provide OneDrive for education to staff, pupils and governors.	
Who is data shared with?	N/A	

System used: My ON Renaissance Reading	
Owner	Stobhillgate
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  • Name  Child  • 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: Nereo (Matrix)	
Owner	Stobhillgate
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	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: NFER	
Owner	Stobhillgate
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	Stobhillgate
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 Parents Nat. Insurance Number Eligibility code Religion Email address Telephone number Parent work details Emergency contact details Former placements Medical information Ethnic origin SEN information EAL Armed forces

	<ul> <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: Parents Evening Booking System	
Owner	Stobhillgate
Description	Online booking system for parents evenings and other school events.
Personal Data Items	Staff  • Name • Email • Classes  Pupil  • Name • Classes • Year  Parent  • Name • Email
Why is it being processed?	To provide parents/carers with an online system for booking parents evening and other school events.
Who is data shared with?	Shared with individual? parents and appropriate staff.

System used: Performance Management	
Owner	Stobhillgate
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	Stobhillgate
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: Photographs and videos of staff and pupils.	
Owner	Stobhillgate
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: Primary Site	
Owner	Stobhillgate
Description	School website provider
Personal Data Items	Staff

	<ul><li>Name</li><li>Photographs</li><li>video</li></ul>
	Pupils
	<ul><li>Name (unnamed)</li><li>photographs</li><li>Video</li></ul>
	Governors
	<ul><li>Name</li><li>Photographs</li><li>video</li></ul>
	Parents
	<ul><li>Name</li><li>Photographs</li><li>video</li></ul>
Why is it being processed?	To promote and celebrate the school
Who is data shared with?	Public

System used: PS Financials	
Owner	Stobhillgate
Description	Accounting, purchasing, budgeting and reporting software.
Personal Data Items	Staff  • Name • School • MIS ID • Email address  School  • Name • Purchase data • Accounting data • Sales data • Expense data • Payment data • VAT returns
Why is it being processed?	To provide the school with an online financial management system.
Who is data shared with?	VAT returns shared with HMRC

## System used: Purple Mash

Owner	Stobhillgate
Description	The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2.
Personal Data Items	Pupil      Name     Year Group     School     Age  Staff  Name     School
Why is it being processed?	To provide online access to a range of Edtech software.
Who is data shared with?	School staff

System used: Read Write Inc Website (www.ruthmiskin.com)	
Owner	Stobhillgate
Description	A website linked to the scheme Read Write Inc which includes a staff portal.
Personal Data Items	• Name • Address • Email • Telephone Number • Role
Why is it being processed?	https://www.ruthmiskin.com/en/privacy-policy/
Who is data shared with?	https://www.ruthmiskin.com/en/privacy-policy/

System used: RealSmart	
Owner	Stobhillgate
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  Name School MIS id

	<ul> <li>Classes</li> <li>Pupil</li> <li>Name</li> <li>UPN</li> <li>Classes</li> <li>Attendance</li> <li>Achievement and behaviour</li> </ul>
Why is it being processed?	To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education.
Who is data shared with?	Staff & Pupils

System used: Recruitment information	
Owner	Stobhillgate
Description	Part of the job application process
Personal Data Items	<ul> <li>Name</li> <li>DOB</li> <li>Address</li> <li>Educational establishments attended</li> <li>Qualifications</li> <li>Disciplinary Records</li> <li>Appraisal Records</li> <li>Salary information</li> </ul>
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	Stobhillgate
Description	Daily register, after school club registers, lunch register
Personal Data Items	<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	Stobhillgate
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	Stobhillgate
Description	Records relating to safeguarding of children
Personal Data Items	Pupils
	<ul><li>Name</li><li>Date of Birth</li></ul>

	<ul> <li>Address</li> <li>Health Needs</li> <li>Social Care Status</li> <li>Educational Needs</li> <li>Child Protection Plan/Actions</li> </ul> Parent/Carers <ul> <li>Name</li> <li>Address</li> <li>Contact Details</li> </ul>
	Staff
	<ul><li>Name</li><li>Position</li></ul>
	Social Care Worker
	<ul><li>Name</li><li>Address</li><li>Contact Details</li></ul>
	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?	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: SAS - Staff absence Insurance	
Owner	Stobhillgate
Description	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is:  • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional

Personal Data Items	Name     Date of Birth
Why is it being processed?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf
Who is data shared with?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf

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

System used: SchoolGrid	
Owner	Stobhillgate
Description	SchoolGrid provides kitchen management software to schools and caterers across the public sector.
Personal Data Items	Pupil/parent/guardian account
Why is it being processed?	? Allowing parents and guardians to control their child's school meal

	service? Providing (often critical) nutrition and allergy information to parents and guardians? Contacting parents and guardians, possibly in case of emergency? Providing parents and guardians with cashless payment options? Providing parents and guardians with a means to submit feedback regarding the school meals service
Who is data shared with?	1. In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority. 2. We may sometimes contract with third parties to supply services to you on Our behalf, such as card payment processing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law. 3. We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We do this to ensure that our site performs well and to identify any software issues. 4. We may from time to time share such data as described above with third parties such as prospective investors, school caterers (where they are contracted to provide food services at your child's school, and partners. Data will only be shared and used within the bounds of the law.

System used: Seesaw	
Owner	Stobhillgate
Description	Seesaw - Student driven digital portfolios and simple parent communication.
Personal Data Items	<ul> <li>Name</li> <li>School</li> <li>Classes</li> </ul> Pupil <ul> <li>Name</li> <li>School</li> <li>Year</li> <li>Classes</li> </ul>
Why is it being processed?	To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios.
Who is data shared with?	Not shared

## System used: SEND electronic records

Owner	Stobhillgate
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
	<ul><li>Name</li><li>Position</li></ul> 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 appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

System used: Send Paper Records	
Owner	Stobhillgate
Description	Records relating to individual pupil's SEND history
Personal Data Items	Name     Date Of Birth     Address     Medical Information     Health & Social Care     Specific Educational Needs

	Interventions In Place
	Parents
	<ul><li>Name</li><li>Address</li><li>Contact Details</li></ul>
	Staff
	<ul><li>Name</li><li>Position</li></ul>
	External Support
	<ul><li>Name</li><li>Organisation</li><li>Position</li><li>Address</li><li>Contact Details</li></ul>
Why is it being processed?	To support educational entitlement to meet statutory obligations
Who is data shared with?	Case workers, Parents, local Authority and Receiving Schools

System used: Senso Cloud	
Owner	Stobhillgate
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	<ul> <li>Name</li> <li>Marital status</li> <li>Title</li> <li>DOB</li> <li>Gender</li> <li>Address</li> <li>Email Address</li> <li>Telephone number</li> </ul>
Why is it being processed?	For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation.
Who is data shared with?	External third parties - details and lawful basis all set out on website privacy notice.

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

Owner	Stobhillgate
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	Stobhillgate
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: The Headteacher Report

Owner	Stobhillgate
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  Name  Teacher  Name
Why is it being processed?	https://theheadteachersreport.com/data-protection-privacy-policy/
Who is data shared with?	https://theheadteachersreport.com/data-protection-privacy-policy/

System used: The National College	
Owner	Stobhillgate
Description	A provider of online training for staff & governors
Personal Data Items	Staff member  Name Job Title Email Phone number  Governor  Name Email Phone number
Why is it being processed?	In order to provide access to online training and for billing purposes
Who is data shared with?	Contractors to provide service

System used: Times Tables Rock Stars	
Owner	Stobhillgate
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: Twinkl	System used: Twinkl	
Owner	Stobhillgate	
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  • Name	
	child	
	Name	
Why is it being processed?	https://www.twinkl.co.uk/legal	
Who is data shared with?	https://www.twinkl.co.uk/legal	

System used: Unifrog	
Owner	Stobhillgate
Description	Research platform for destinations
Personal Data Items	<ul> <li>Name</li> <li>Contact Details</li> <li>Assessment information</li> <li>Date of birth</li> </ul>

Why is it being processed?	To enable students to research possible destinations for post 16 and 18 study	
Who is data shared with?	SLT and tutors	

System used: Virtual College	
Owner	Stobhillgate
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	• Name • email
Why is it being processed?	https://www.virtual-college.co.uk/privacy-policy
Who is data shared with?	https://www.virtual-college.co.uk/privacy-policy

System used: Visitor book	
Owner	Stobhillgate
Description	Log of all visitors into school / fire regulations
Personal Data Items	<ul> <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: White Rose Maths and Science	
Owner	Stobhillgate
Description	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear,

	practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.
Personal Data Items	Teacher  Name Date of Birth Gender Email address Payment details  Child  Name Age Gender Email address Parent
	<ul><li>Name</li><li>Age</li><li>Gender</li><li>Email address</li></ul>
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

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

System used: Y4 Multiplication Check	
Owner	Stobhillgate
Description	What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.
Personal Data Items	<ul><li>child</li><li>Name</li></ul>
Why is it being processed?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance
Who is data shared with?	https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance

System used: Zoom	
Owner	Stobhillgate
Description	Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.
Personal Data Items	Teacher  • Name  Parent  • Name
Why is it being processed?	https://zoom.us/trust
Who is data shared with?	https://zoom.us/trust

System used: Michelle Fowler, School Photographer	
Owner	Stobhillgate
Description	Collates names and UPN numbers in order to provide images for parents to purchase
Personal Data Items	Name  UPN number Year Group

Why is it being processed?	To enable photos to be matched to children
Who is data shared with?	??

System used: Reading Plus	
Owner	Stobhillgate
Description	The Reading Plus adaptive assessment, InSight, is a valid and reliable assessment that was created under the direction and guidance of leading reading and assessment researchers. InSight goes beyond typical measures of comprehension and vocabulary by also measuring comprehension-based silent reading rate and motivation. The rich data not only gives teachers a deep understanding of their students' needs, but also empowers students to follow their own personalized paths to reading proficiency.
Personal Data Items	<ul> <li>Name</li> <li>Year Group</li> <li>Technical Data- IP address, domain, web browser etc</li> <li>Race</li> <li>Lunch Status</li> <li>First Language</li> <li>SEND</li> </ul>
Why is it being processed?	In order to use the system data must be shared with InSight so that assessments can be made.
Who is data shared with?	https://www.readingplus.co.uk/privacy-policy/