

Gust Independent School GDPR Privacy Notice Summary Report Date: 28/11/2025

Data Protection Officer: Vicki Evans

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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 | |
| Active Learn Pearsons - including Bug Club and Abacus Maths | Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools. | |
| Arbor | School information management system | yes |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| BBC Bitesize | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams | |
| 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 | |
| Blooket | Welcome to the World of Blooket: a new take on trivia and review games! The way it works is that a teacher/host picks a question set and a unique game mode. Then, we generate a code that players can use to join the game on their own devices. After the game starts, players will answer questions to help them win. That's where the fun starts, because we offer a variety of games to keep students engaged and excited! | |
| Canva | Canva is an online design and publishing tool | |
| CCTV | CCTV | |

| CGP | from the UK's No.1 Educational Publisher Incredible online teaching resources, plus CGP Books extras just for members! | |
|--|--|-----|
| 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 |
| 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 |
| DfE (Gov.uk) | The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA) | |
| DFE-Census and workforce Census | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations | yes |

| | (food) | |
|----------------------------|--|--|
| ECT Manager | ECT Manager is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT induction process in one place. | |
| Egress | Intelligent Email Security protects against data breaches by engaging and empowering users without introducing friction. | |
| 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. | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |
| Health & Safety | Records pertaining to Health & Safety | |
| HMRC (gov.uk) | HMRC is the UK's tax, payments and customs authority, and we have a vital purpose: we collect the money that pays for the UK's public services, and help families and individuals with targeted financial support. | |
| Huggg | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. | |
| Kahoot | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online. | |
| Lexia | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and | |

| | the teacher is notified (on web-based reports and via email) only when they require support. | |
|--|--|-----|
| 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 |
| Loom | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. | |
| 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 | |
| Monster Phonics | Phonics is the foundation that all other education is built upon and having the right phonics programme in place can make all the difference to your schools' performance | |
| MS Office Suite | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. | |
| Nereo (Matrix) | North East Regional Employers' Organisation is one | |

| | of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. | |
|-----------------------------|---|-----|
| Newcastle United Foundation | Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide lifechanging opportunities for everyone – no matter their goals in life. | |
| Numbots- Maths Circle LTD | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. | |
| Oak Acadamy | Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required. | |
| Onecom | Call recording system. Onecom is a UK based independent business telecommunications provider delivering fixed line, mobile, Unified Communications and connectivity solutions. | 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 | |
| Pearson | Pearson provides education, training and assessment/verification services around the world (our "Services"). We work directly with individuals such as students, parents, teachers, and other professionals, and provide our Services to institutions (such as schools, universities, employers). | yes |
| 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. | |
|--|--|-----|
| Place Leisure- School Swimming Management System | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. | yes |
| Prodigy | Prodigy is a zero-cost, curriculum-aligned, adaptive, online game-based learning platform. Join over 1.5 million teachers and more than 50 million registered students throughout 2,800+ school districts in using the tool that will revolutionize the way you approach math instruction! Featuring over 50,000 math questions spanning Grades 1 - 8, players will get to watch their very own wizard grow stronger, learn new spells and acquire new equipment while facing ever more powerful opponents, all by answering math questions! | |
| Quizziz | Learn anytime and anywhere Set a deadline so your students can learn on their own time or create an evergreen link. Share via messaging tools, email, or your LMS. Participants join from any device. Retakes, flashcards and other tools enable independent study and promote mastery | |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| 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 Cloud- TES | Parents evenings, clubs & events and room booking | |
| School Gateway | School Gateway is your school's app available on | |

| | Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. | |
|---|---|-----|
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Scratch | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. | |
| 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 |
| Sign-In App | Electronic sign-in software for the school / fire regulations / emergency evacuation | |
| Skype | Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images | |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| SpellZone | Spellzone unlocks the mystery of English spelling and adapts to all abilities including SEND, SLD and ESL. Students can study independently online using any platform in school, at home or on the go. Dynamic reporting tools provide teachers with time-saving monitoring and evaluation of all student activity and results. | |
| STEM | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access. | |
| Steplab | Targeted professional development sytem | yes |

| The 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. | |
|-------------------------|---|--|
| Third Space Learning | Personalised online maths lessons delivered in school or at home by specialist tutors | |
| 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. | |
| Zoom | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. | |

| System used: Accident book | |
|----------------------------|---|
| Owner | Gust Independent 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 | Gust Independent 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 Name Occupation DOB Gender |
| | Address Telephone number Date and time of injury nature of injury place of accident |
| | First aidCircumstancesAction takenWitness information |

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

| System used: Active Learn Pearsons - including Bug Club and Abacus Maths | |
|--|---|
| Owner | Gust Independent School |
| Description | Bug Club is a whole-school reading programme that combines an online reading world with print books and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printable books and assessment tools. |
| Personal Data Items | Pupil Name Class Staff Name |
| Why is it being processed? | To provide online access to curriculum materials for staff and pupils |
| Who is data shared with? | Not shared |

| System used: Arbor | |
|---------------------|--|
| Owner | Gust Independent School |
| Description | School information management system |
| Personal Data Items | Name Phone contact email contact Organisiation Pupil Name Date of birth Address Gender Parent/carer name and contact details UPN Dietary Requirements Ethnicity Religion Attainment & behaviour data |

| | Name Date of Birth Gender Employment records Parent/carer Name Contact details |
|----------------------------|--|
| Why is it being processed? | To fulfil school's legal obligations in respect of pupil education |
| Who is data shared with? | Other schools Local Authority & public agencies as required |

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

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

| System used: Behaviour Files - Paper (in class) | |
|---|---|
| Owner | Gust Independent School |
| 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 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 appropriate to needs |
| Who is data shared with? | External support workers as applies |

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

| System used: Blooket | |
|----------------------|---|
| Owner | Gust Independent School |
| Description | Welcome to the World of Blooket: a new take on trivia and review games! The way it works is that a teacher/host picks a question set and a unique game mode. Then, we generate a code that players can use to join the game on their own devices. After the game starts, players will answer questions to help them win. That's where the fun starts, because we offer a variety of games to keep students engaged and excited! |
| Personal Data Items | Student Name Username Password Email Teacher Name Username Password |

| | • Email |
|----------------------------|---------------------------------|
| Why is it being processed? | https://www.blooket.com/privacy |
| Who is data shared with? | https://www.blooket.com/privacy |

| System used: Canva | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | Canva is an online design and publishing tool |
| Personal Data Items | Pacher Name date of birth email phone number school analytics data usage data including device & location Student Name class school email analytics data usage data including device & location |
| Why is it being processed? | To allow use of Canva resources and to improve Canva service to users |
| Who is data shared with? | Third party companies to provide service |

| System used: CCTV | |
|----------------------------|-------------------------|
| Owner | Gust Independent School |
| Description | CCTV |
| Personal Data Items | • Images |
| | Child |
| | • Images |
| | Visitor |
| | • Images |
| Why is it being processed? | Safeguarding |
| | |

| Who is data shared with? | Police in event of criminal investigations |
|--------------------------|--|
|--------------------------|--|

| System used: CGP | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | from the UK's No.1 Educational Publisher Incredible online teaching resources, plus CGP Books extras just for members! |
| Personal Data Items | • Name • Class Teacher • Name • email address |
| Why is it being processed? | https://www.cgpplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d113 7b6a6/CGP-Account-Privacy-Notice-3 |
| Who is data shared with? | https://www.cgpplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d113 7b6a6/CGP-Account-Privacy-Notice-3 |

| System used: Child Protection Records - Electronic | |
|--|---|
| Owner | Gust Independent 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 • 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/Carers as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

| System used: Child Protection Records - Paper | |
|---|--|
| Owner | Gust Independent 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 |

| | PositionAddressContact 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 | Gust Independent School |
| 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 | Gust Independent School |
| 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 | Gust Independent School |
| Description | Spreadhseets (excel) to track progress of children over the course of their school career. |
| Personal Data Items | Name date of birth gender class year FSM SEN Assessment info |
| Why is it being processed? | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements |
| Who is data shared with? | Different elemetns of data are shared with different parties including: other staff, Governors and parents |

| System used: DfE (Gov.uk) | |
|---------------------------|--|
| Owner | Gust Independent School |
| Description | The Department for Education (DfE) is data controller for the personal data DfE and our executive agencies process. Our executive agencies are: Education and Skills Funding Agency (ESFA) Standards and Testing Agency (STA) Teaching Regulation Agency (TRA) |

| Why is it being processed? | We receive your personal information indirectly from other organisations. For example, we collect information about: you, your learning and your achievements - we collect this information from educational settings like early years providers, schools, academies, independent schools, colleges and training providers and from your employer, if applicable children in need, children looked after and alternative provision - we collect this information from local authorities you to support research and to safeguard children - we collect this information from other government departments, early years providers, schools, academies, independent schools, colleges and training providers your exam results - we receive this from awarding organisations and exam boards teachers and employees in educational settings or local authorities - we collect this information from the educational setting or local authorities |
|----------------------------|--|
| Who is data shared with? | https://www.gov.uk/government/organisations/department-for-education/a bout/personal-information-charter#how-we-use-your-information |

| System used: DFE-Census and workforce Census | | |
|--|--|--|
| Owner | Gust Independent School | |
| Description | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. | |
| Personal Data Items | Staff • 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 | Gust Independent 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: ECT Manager | | |
|----------------------------|---|--|
| Owner | Gust Independent School | |
| Description | ECT Manager is an online system that makes it easy for Appropriate Bodies and schools to manage every part of the ECT induction process in one place. | |
| Personal Data Items | Staff Name Job Role Contact Details | |
| Why is it being processed? | To manage ECT induction | |
| Who is data shared with? | https://www.ectmanager.com/privacy-notice/ | |

| System used: Egress | | |
|-------------------------------|--|--|
| Owner Gust Independent School | | |
| Description | Intelligent Email Security protects against data breaches by engaging and empowering users without introducing friction. | |
| Why is it being processed? | Email security | |
| Who is data shared with? | https://www.egress.com/legal/privacy-policy | |

| System used: Eschools Website Provider | | |
|--|--|--|
| Owner | Gust Independent School | |
| Description | On-line school website building tool | |
| Personal Data Items | Name Address Contact information Class names Staff names Governor names Year group information (planning, homework) Newsletters Pupil Photographs | |

| | • |
|----------------------------|--|
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| Who is data shared with? | The general public eschools is a public facing website |

| System used: EVOLVE visits | | |
|----------------------------|---|--|
| Owner | Gust Independent School | |
| 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: Google Classroom | | |
|-------------------------------|--|--|
| Owner | Gust Independent School | |
| Description | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Personal Data Items | Teacher • Name Child • Name | |
| Why is it being processed? | https://policies.google.com/privacy?hl=en-GB#infocollect | |
| | | |

| Who | is | data | shared | with? |
|-------|----|------|----------------------|---------|
| AAIIO | 13 | uata | Silai c u | WVILII: |

| System used: Google drive for education | | |
|---|---|--|
| Owner | Gust Independent 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 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 | Gust Independent School |
| Description | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| Personal Data Items | 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 | Gust Independent School |
|----------------------------|--|
| 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: Health & Safety | |
|------------------------------|---|
| Owner | Gust Independent 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: HMRC (gov.uk) | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | HMRC is the UK's tax, payments and customs authority, and we have a vital purpose: we collect the money that pays for the UK's public services, and help families and individuals with targeted financial support. |

| Why is it being processed? | To collect money that pays for public services. |
|----------------------------|---|
| Who is data shared with? | https://www.gov.uk/help/privacy-notice |

| System used: Huggg | |
|----------------------------|---|
| Owner | Gust Independent School |
| Description | Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform. |
| Personal Data Items | 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: Kahoot | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | Elevate learning at your entire school or district with Kahoot! EDU: Easily roll out a site license across your school, district or campus Empower teachers with interactive teaching and assessment tools Engage and motivate students in class and via distance learning Get more control and visibility into Kahoot! usage We believe that there should be no limits to when and where you can learn. Engage students in learning when your school is out and stay on track with curriculum while instructing online. |
| Personal Data Items | Teacher • Name Pupil • Name • Age |
| Why is it being processed? | https://kahoot.com/privacy-policy/ |
| Who is data shared with? | https://kahoot.com/privacy-policy/ |

| System used: Lexia | |
|--------------------|-------------------------|
| Owner | Gust Independent School |
| | |

| Description | Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support. |
|----------------------------|--|
| Personal Data Items | Staff Name Job title School Address Telephone number e-mail address IP address Browser information School Name Payment details Usage data |
| | Pupil Name Age Class Group |
| Why is it being processed? | To provide access for staff and pupils to a comprehensive range of teaching resources |
| Who is data shared with? | Staff |

| System used: Looked After Children Records - Electronic | |
|---|---|
| Owner | Gust Independent School |
| Description | Information relating to children who are in Looked After Care |
| Personal Data Items | Name Date of Birth Address Personal Education Plan Health Needs Social Care Needs Educational Needs Family Background Parents & Carers |

| | NameContact DetailsAddressStaff |
|----------------------------|--|
| | NamePosition External Support |
| | NameOrganisationPositionAddressContact 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 | Gust Independent 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 Parents & Carers Name Contact Details Address |
| | Staff |
| | NamePosition |
| | External Support Workers |
| | Name |

| | OrganisationPositionAddressContact 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: Loom | |
|----------------------------|---|
| Owner | Gust Independent School |
| Description | Show it, say it, send it Record video messages of your screen, cam, or both. Faster than typing an email or meeting live. |
| Personal Data Items | Teacher • Name Child • Name |
| Why is it being processed? | https://www.loom.com/privacy-policy |
| Who is data shared with? | https://www.loom.com/privacy-policy |

| System used: Medical Files - Electronic | |
|---|---|
| Owner | Gust Independent 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 Address Contact Details |
| | Staff |
| | NamePosition |

| | 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 - Pape | r |
|-----------------------------------|---|
| Owner | Gust Independent 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 Address Contact Details Staff Name Position External Support Workers Name Organisation Position address Contact details |
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |

| System used: Medical log | |
|----------------------------|--|
| Owner | Gust Independent 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: Microsoft Teams | |
|------------------------------|--|
| Owner | Gust Independent School |
| 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: Monster Phonics | |
|------------------------------|---|
| Owner | Gust Independent School |
| Description | Phonics is the foundation that all other education is built upon and having the right phonics programme in place can make all the difference to your schools' performance |
| Personal Data Items | Teacher • Name Pupil • Name |
| Why is it being processed? | https://monsterphonics.com/privacy-policy/ |
| Who is data shared with? | https://monsterphonics.com/privacy-policy/ |

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

| System used: Newcastle United Foundation | | |
|--|--|--|
| Owner | Gust Independent School | |
| Description | Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life. | |
| Personal Data Items | Child • Forename • Surname • Gender • Ethnicity • Disability • School • Year Group • Class name | |
| Why is it being processed? | to provide data to premier league on progress of children using NUFC Foundation | |
| Who is data shared with? | School/Newcastle Foundation | |

| System used: Numbots- Maths Circle LTD | | |
|--|---|--|
| Owner | Gust Independent School | |
| Description | NumBots is a website and app that helps build an understanding in and recall of addition and subtraction facts. | |
| Personal Data Items | Child Name Year Group Maths Class School Name Address Teachers Name Email Address | |
| Why is it being processed? | https://ttrockstars.com/page/privacy | |
| Who is data shared with? | https://ttrockstars.com/page/privacy | |

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

| System used: Onecom | |
|---------------------|--|
| | |

| Owner | Gust Independent School | |
|----------------------------|--|--|
| Description | Call recording system. Onecom is a UK based independent business telecommunications provider delivering fixed line, mobile, Unified Communications and connectivity solutions. | |
| Personal Data Items | School matters presented by staff/parent/carer that could include personal or special category data Parent/Carer School matters presented by staff/parent/carer that could include personal or special category data | |
| Why is it being processed? | To gather evidence and record any exchanges between staff and parents in the event of any referrals or other areas which may require evidence (i.e. complaints), and for staff training purposes and quality assurance. | |
| Who is data shared with? | Parent/Carers as appropriate, Staff as appropriate, some information shared with external agencies, health care professionals and Police if necessary | |

| System used: Parent mail | | |
|--------------------------|--|--|
| Owner | Gust Independent 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 Name Year Parent/carer name Title Class | |

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

| System used: Pearson | | |
|----------------------------|---|--|
| Owner | Gust Independent School | |
| Description | Pearson provides education, training and assessment/verification services around the world (our "Services"). We work directly with individuals such as students, parents, teachers, and other professionals, and provide our Services to institutions (such as schools, universities, employers). | |
| Personal Data Items | Name Information collected as part of Examinations, certifications, Educational Courses, and Tutoring Health data for access arrangements Biometric face and voice technology to prevent cheating Other sensitive information for equality monitoring | |
| Why is it being processed? | https://www.pearson.com/en-gb/privacy-center/privacy-notices.html | |
| Who is data shared with? | https://www.pearson.com/en-gb/privacy-center/privacy-notices.html | |

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

| System used: Personnel files | |
|------------------------------|--|
| | |

| Owner | Gust Independent 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: Photographs and videos of staff and pupils. | |
|--|---|
| Owner | Gust Independent 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: Place Leisure- School Swimming Management System | |
|---|-------------------------|
| Owner | Gust Independent School |
| | |

| Description | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
|----------------------------|--|
| Personal Data Items | Name UPN Year Group DOB Gender SEN information Medical Needs EAL Pupil Premium |
| Why is it being processed? | To capture the progress of children in swimming |
| Who is data shared with? | N/A |

| System used: Prodigy | |
|----------------------|--|
| Owner | Gust Independent School |
| Description | Prodigy is a zero-cost, curriculum-aligned, adaptive, online game-based learning platform. Join over 1.5 million teachers and more than 50 million registered students throughout 2,800+ school districts in using the tool that will revolutionize the way you approach math instruction! Featuring over 50,000 math questions spanning Grades 1 - 8, players will get to watch their very own wizard grow stronger, learn new spells and acquire new equipment while facing ever more powerful opponents, all by answering math questions! |
| Personal Data Items | Teacher Name Email Parent Name Email Class Code |

| | Child |
|----------------------------|---|
| | NameClass Code |
| Why is it being processed? | https://prodigygame.zendesk.com/hc/en-us/articles/208329033-How-we-handle-personal-information-PII- |
| Who is data shared with? | https://prodigygame.zendesk.com/hc/en-us/articles/208329033-How-we-handle-personal-information-PII- |

| System used: Quizziz | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | Learn anytime and anywhere Set a deadline so your students can learn on their own time or create an evergreen link. Share via messaging tools, email, or your LMS. Participants join from any device. Retakes, flashcards and other tools enable independent study and promote mastery |
| Personal Data Items | Teacher • Name Child • Name |
| Why is it being processed? | https://quizizz.com/privacy |
| Who is data shared with? | https://quizizz.com/privacy |

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|--|--|
| Owner | Gust Independent School |
| 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: Recruitment information | |
|--------------------------------------|-------------------------|
| Owner | Gust Independent 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 | Gust Independent School |
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | Name Address Date of Birth Lunch Status Attendance |
| Why is it being processed? | To monitor children's attendance - legal obligation. |
| Who is data shared with? | School staff, after school club providers |

| System used: Safeguarding Records | - Electronic |
|-----------------------------------|--|
| Owner | Gust Independent 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 |
| | NamePosition |
| | Social Care Worker |
| | NameAddressContact Details |
| | External Support Workers |
| | NameOrganisationPositionAddressContact 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 | System used: Safeguarding Records - Paper | |
|-----------------------------------|---|--|
| Owner | Gust Independent 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 |
|----------------------------|--|
| | NameOrganisationPositionAddressContact 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 Cloud- TES | |
|--------------------------------|---|
| Owner | Gust Independent School |
| Description | Parents evenings, clubs & events and room booking |
| Why is it being processed? | To marents evenings, clubs & events and room bookings |
| Who is data shared with? | https://www.schoolcloud.co.uk/privacy-notice.asp |

| System used: School Gateway | |
|-----------------------------|---|
| Owner | Gust Independent School |
| Description | School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway. |
| Personal Data Items | Name email child Name Date of birth medical condition |
| Why is it being processed? | https://schoolcomms.com/privacy-policy/ |
| Who is data shared with? | https://schoolcomms.com/privacy-policy/ |

| System used: School360 | |
|----------------------------|---|
| Owner | Gust Independent 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: Scratch | |
|----------------------------|---|
| Owner | Gust Independent School |
| Description | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. |
| Personal Data Items | Teacher • Name Child • Name • Age Parent • Name |
| Why is it being processed? | https://scratch.mit.edu/privacy_policy |

| Who is data shared with? | https://scratch.mit.edu/privacy_policy |
|--------------------------|--|
|--------------------------|--|

| System used: Seesaw | |
|----------------------------|---|
| Owner | Gust Independent School |
| Description | Seesaw - Student driven digital portfolios and simple parent communication. |
| Personal Data Items | Name School Classes Pupil Name School Year Classes |
| 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 | Gust Independent 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 dependent); LA Workers as appropriate |

| System used: Send Paper Records | |
|---------------------------------|---|
| Owner | Gust Independent 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: Sign-In App | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | Electronic sign-in software for the school / fire regulations / emergency evacuation |
| Personal Data Items | Name Job title Car registration Photo Email address IP addresses Usage data Cookies data Online navigation data Location data Browser data Parent Name Car registration Photo Email address IP addresses Usage data Cookies data Parent Name Car registration Photo Email address IP addresses Usage data Cookies data Online navigation data Location data Browser data Purpose of visit |
| | Visitor Name Car registration Job title/company Photo Email address IP addresses Usage data Cookies data Online navigation data Browser data Purpose of visit |
| Why is it being processed? | Safeguarding, health and safety, fire regulations, emergency evacuation |
| Who is data shared with? | School staff, visitors |

System used: Skype

| Owner | Gust Independent School |
|----------------------------|---|
| Description | Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images |
| Personal Data Items | Teacher • Name Child |
| | • Name |
| Why is it being processed? | https://privacy.microsoft.com/en-us |
| Who is data shared with? | https://privacy.microsoft.com/en-us |

| System used: Social media sites e.g. Twitter, Facebook | |
|--|---|
| Owner | Gust Independent 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: SpellZone | |
|------------------------|---|
| Owner | Gust Independent School |
| Description | Spellzone unlocks the mystery of English spelling and adapts to all abilities including SEND, SLD and ESL. Students can study independently online using any platform in school, at home or on the go. Dynamic reporting tools provide teachers with time-saving monitoring and evaluation of all student activity and results. |
| Personal Data Items | Teacher • Name Child • Name |

| | • Age |
|----------------------------|---|
| Why is it being processed? | https://www.spellzone.com/pages/policies/privacy-policy.cfm |
| Who is data shared with? | https://www.spellzone.com/pages/policies/privacy-policy.cfm |

| System used: STEM | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts have put together a selection of activities and materials, which are free for everyone to access. |
| Personal Data Items | Teacher |
| | Name |
| | child |
| | • Name |
| | Age |
| | Name |
| | Parent |
| | Name |
| Why is it being processed? | https://www.stem.org.uk/privacy-policy |
| Who is data shared with? | https://www.stem.org.uk/privacy-policy |

| System used: Steplab | |
|----------------------|--|
| Owner | Gust Independent School |
| Description | Targeted professional development sytem |
| Personal Data Items | Name Gender Race DoB Title School Role Subject Taught URN Coaching data Email Telephone Number |

| Why is it being processed? | To support professional development |
|----------------------------|---|
| Who is data shared with? | https://steplab.co/support/policies/privacy |

| System used: The Headteacher Report | |
|-------------------------------------|---|
| Owner | Gust Independent School |
| Description | Here at The Headteacher's Report, our entire existence revolves around creating the most dynamic, professional and easy to understand reports for our Heads, CEOs and their Governors and trustees alike. We understand how many leadership hours it typically takes to produce a Headteacher's Report from scratch. With this in mind, we set ourselves the challenge of making this process quicker, simpler and smarter, whilst producing beautifully presented reports. We live and breathe education, no problem is too big to solve and we chuck in a big slice of our family orientated small-business passion into every single report. We help make reporting to Governors and trustees that little bit easier so that you don't have to burn the midnight oil trying to finish your report. |
| Personal Data Items | Pupil 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: Third Space Learning | |
|-----------------------------------|---|
| Owner | Gust Independent School |
| Description | Personalised online maths lessons delivered in school or at home by specialist tutors |
| Personal Data Items | teacher Name child Name Parent Name |
| Why is it being processed? | https://thirdspacelearning.com/wp-content/uploads/2020/08/parents- |

| | privacy-policy.pdf |
|--------------------------|--|
| Who is data shared with? | https://thirdspacelearning.com/wp-content/uploads/2020/08/parents-privacy-policy.pdf |

| System used: Times Tables Rock Stars | |
|--------------------------------------|---|
| Owner | Gust Independent 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: Twinkl | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. |
| Personal Data Items | Teacher |
| | 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: Zoom | |
|----------------------------|--|
| Owner | Gust Independent School |
| Description | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| Personal Data Items | Teacher • Name Parent • Name |
| Why is it being processed? | https://zoom.us/trust |
| Who is data shared with? | https://zoom.us/trust |