


# Morpeth Newminster Middle School

# GDPR Privacy Notice Summary Report

# Date: 18/11/2026

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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 |
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| 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. | |
| Adobe Creative Cloud Express [formerly Adobe Spark] | Creates videos & stores them | |
| 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 | |
| Book Creator | Allows pupils to write books and store them in an online library | |
| 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 | yes |

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| | execute. | |
| 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 |
| Compass and careers tracking | We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as the Gatsby Benchmarks.Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year | |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| DCT Contact Testing Schools Clinical Trial programme | To enable Covid-19 testing to be completed at a School we need to collect personal data for staff and pupils, and to share personal data where we have a legal obligation. | yes |
| 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. | |
| Diagnostic questions | Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing | |

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| | workload and improving student results and confidence. | |
| Dietary requirements information sheets | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) | yes |
| Discovery Education | Discovery Education is a trusted partner for schools, supporting them in realising their vision and achieving their goals with curriculum-matched content, professional development solutions and professional networking opportunities. | |
| Doodle English | Proxima™, the award-winning in-built intelligence that powers DoodleEnglish, builds an individual work programme for your child that's perfectly tailored to their level, strengths, and weaknesses. They work on short, snappy exercises that conveniently fit around busy schedules. They can even use it offline and upload progress later. Motivational features ensure they come back every day feeling more and more confident about their English. | |
| Doodle Maths | Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14 | |
| Duolingo | Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us | |
| Earwig assessment, recording and reporting | Earwig is a software package designed to turn the whole business of providing teaching evidence, making assessments, tracking progress and reporting into a pleasure rather than a chore. It is one integrated system but comes in three flavours... EARWIG CLASSIC for schools that want to capture magic moments engage parents and stay organised. EARWIG ASSESSMENT for schools that want a simple tool to speed up assessment, tracking and reporting. EARWIG PORTFOLIO for secondary schools that want students to evidence and present progress in non-core subjects. | yes |
| Ed Shed | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for | |

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| | teachers and schools | |
| EVOLVE visits | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. | |
| Examination Boards administration | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board | |
| Future Me (NECOP and NUFC) | he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region. | |
| Futures Cloud | Internet / Network monitoring and reporting tool | |
| GL-Assessment | GL assessments provide a range of tests for schools including reading, progress and cognitive tests | |
| Google Classroom | A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go. | |
| Google drive for education | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. | |
| Google Meet | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat | |
| Governance | Details of all members of the Governing Body | |
| HAF- HolidayActivities | The dedicated platform built to run and report on your local authority HAF programme. | yes |

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| Health & Safety | Records pertaining to Health & Safety | |
| ICT North | IT services for schools | |
| IDstore -Catering | First and foremost, we’re about delicious, nutritionally rich food: fresh, local, sustainably sourced, big flavour and huge variety. Food that students love to eat and that brings them through the door in droves, day after day; evidenced by our fantastic track record in improving sales. Food that promotes sharp, positive and energetic minds. Food that encourages healthy bodies, habits and attitudes for a lifetime | |
| Impact Catering System | As an Impact organisation we measure everything we do by the positive change we're making. That extends from the students, schools and communities in which we operate, to the planet as a whole. We proudly go way beyond the minimum requirements and operate a sustainable model that minimises packaging, food waste and energy consumption; developing composting programs and encouraging and increasing recycling in schools, front and back of house. Getting young people involved in these practices and educating them on their importance, gives us another chance to instil positive attitudes and habits for a lifetime. | |
| Interactive Resources | Pupil / teacher online learning resources for Numeracy. | |
| Jigsaw Education Group | provide comprehensive, high-quality resources for PSHE and RE that empower teachers and support student wellbeing. Our innovative curriculum helps students develop the knowledge, skills, and values they need to thrive in today's world. We offer a range of ready-to-use resources, including lesson plans, activities, and interactive tools, designed to make teaching engaging and effective. From Early Years to Secondary, Jigsaw provides everything teachers need to deliver meaningful, impactful lessons that promote both personal growth and academic success. | |
| Jump- Website Provider | User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication | |
| 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. | |
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| Kerboodle | Kerboodle works alongside your course textbooks to seamlessly integrate quality digital resources into all of your lessons – both in school and at home. Packed with customisable learning content, assessment materials and reporting tools, Kerboodle allows you to seamlessly integrate quality digital resources into your classroom. Over 3 million students and teachers currently use Kerboodle across 60 courses and a wide range of subjects including Modern Languages, Science, Mathematics, English and Geography | |
| 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. | |
| Learning by Questions | me in the classroom is precious LbQ is the teaching tool to help squeeze the most out of your lesson. Enjoy more lightbulb moments with our award-winning resources. Respond and adapt quickly with our Live Results Matrix. Transform learning with immediate targeted feedback. | |
| 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. | |
| Libresoft Librarian | Online system allows school to manage library | |
| Lightspeed Internet Filtering | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. | |
| Literacy Planet | We're on a mission to help all students master English literacy. LiteracyPlanet is a comprehensive online learning tool that empowers teachers and makes English literacy learning fun. | |
| LItFilmFest | We create classroom projects which help schools future-proof young learners. Our award winning resource accelerate progress in English and develop leaders of the future with the 21st century skills needed for success. Our process is simple: Choose a | |

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| | LitFilmFest literacy project matched to the National Curriculum Download the resources and teach, improving writing progress and increasing pupil engagement using video making Share your literacy with your community, and with us, to give writing purpose | |
| 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 |
| MedicalTracker | Cloud based system for staff and student health management. | yes |
| Micro Librarian | Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data | yes |
| Microsoft Teams | Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get 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. | |

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| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. | |
| National Online Safety.com | Member schools can access our 'Safe Remote Education Hub' created to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing | |
| 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 life-changing opportunities for everyone – no matter their goals in life. | |
| NFER | Assessment materials, reading test and pupil progress data | |
| Northumberland School Readiness Passport | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. | |
| NRS Catering | Nationwide Retail Systems provide Cashless Catering Systems and solutions for Education, including access systems. | |
| 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. | |
| Oxford Owls | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds | |
| Padlet | A digital canvas where users can add photos, videos, | |

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| | audio, text, drawings, graphs, charts, and more. | |
| Parent mail | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events | |
| ParentPay | ParentPay is an online payment service for schools and families. | yes |
| 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. | |
| Places 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 |
| Plickers | Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction. | |
| 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. | |
| 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 | |

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| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| Reading Eggs | The multi-award winning early learning resource supports your child's learn to read journey with carefully designed online reading games and activities that are easy to follow, self-paced, and highly engaging for young children. | |
| Reading Planet | Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. ?Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasureStrengthen home-school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook | |
| Reading Plus | Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers. | |
| RealSmart | Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online! | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| 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 | |

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| | 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 | |
| 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. | |
| School meals identification | Identification of pupils for meals | yes |
| School robins - Edukey | School Robins is a powerful communications tool designed for school leaders by Edukey Education Ltd. It removes the paper trail of round robins. | |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Schoolcomms | Communication app for parents | |
| SchoolGrid | SchoolGrid provides kitchen management software to schools and caterers across the public sector. | |
| Scratch | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. | |
| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| Seneca Learning | 4,500,000 students use Seneca to boost their grades at school and at home. We have interactive courses written by senior examiners for ages 8-18. Our free parent accounts let you monitor your child's progress on these courses whenever you like! | |
| Senso Cloud | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and | |

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| | 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. | |
| SPAG | Online SPaG tests for instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group | |
| Sparx Learning | Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes. | yes |
| Spelling Frame | Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features. | |
| Spelling Shed | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. | |
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| Spellodrome | Spellodrome is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Spellodrome supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. | |
| 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. | |
| Sports Leader UK | Awarding body for L3 award in Sport leadership | |
| 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. | |
| SumDog | Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress. | |
| Testbase | This is an online resource provided by Doublestruck which enables children to prepare for National SAT examinations. Doublestruck is an Educational Technology company that is part of the AQA family. It specialises in technology that addresses the needs of teachers in formative assessment and reporting. | 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. | |
| The National College | A provider of online training for staff & governors | |
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| Thrive | Social and Emotional Screening Programme | yes |
| Times Tables Rock Stars | Online times tables practice and testing. | |
| Top Marks Spelling Games | Welcome to Topmarks Topmarks is a leading independent educational website for children, teaching professionals and parents. Topmarks gives children the opportunity to learn online, through safe, fun and engaging games and activities. We feature great, educationally sound online resources. Topmarks is a safe environment for children because we only include trustworthy, reliable educational content. A good place to start is our fun learning games area. | |
| Touch Type Read Spell | multi-sensory course that teaches typing, reading and spelling | |
| Vimeo | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player | |
| 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 | |
| Vocabulary Ninja | THE HOME OF HIGH-QUALITY TEACHING AND LEARNING RESOURCES. WHICH TEACHING RESOURCES DO YOU NEED? At Vocabulary Ninja we provide a wide variety of high-quality products and systems that help to support pupils, teachers and schools. | |
| White Rose Maths and Science | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child. | yes |
| Widget | Communication Symbol Software | |
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| Word Wall | The easy way to create your own teaching resources. Make custom activities for your classroom. Quizzes, match ups, word games, and much more | |
| Wordshark/ Numbershark | To develop innovative, stimulating and flexible computer programs which assist the memory in acquiring literacy and numeracy: both with and without specialist teaching support. Wordshark and Numbershark were ground-breaking in their approach to teaching children with SEN using computers | |
| 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 | |
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| **Owner** | Morpeth Newminster Middle School |
| **Description** | Log of accidents / minor injuries in school |
| **Personal Data Items** | **Pupil**<br>• Name<br>• class<br>• Injury<br>• first aid<br>• |
| **Why is it being processed?** | To record injuries in school |
| **Who is data shared with?** | Parents |

| System used: Accident Report Form | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | ACC1 form for reporting accidents to NCC |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Gender<br>• Address<br>• Telephone number<br>• Date and time of accident<br>• nature of injury<br>• Place of accident<br>• First aid<br>• Circumstances<br>• Action taken<br>• Witness information<br>•<br><br>**Staff member**<br>• Name<br>• Occupation<br>• DOB<br>• Gender<br>• Address<br>• Telephone number<br>• Date and time of injury<br>• nature of injury<br>• place of accident<br>• First aid<br>• Circumstances<br>• Action taken<br>• Witness information |

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

| System used: Active Learn Pearsons - including Bug Club and Abacus Maths | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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**<br>• Name<br>• Class<br>**Staff**<br>• 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: Adobe Creative Cloud Express [formerly Adobe Spark] | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Creates videos & stores them |
| **Personal Data Items** | **Teacher**<br>• Name<br>• email<br>• technical info -IP address device<br>**Pupil**<br>• Name<br>• School email |
| **Why is it being processed?** | To allow use of system |
| **Who is data shared with?** | Contractors to provide service |

| System used: Assessment Records | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Electronic and paper mark books |

| | |
|---|---|
| **Personal Data Items** | **Child**<br><br>• Name<br>• Gender<br>• Disadvantaged cohort<br>• SEND Code<br>• Key Stage 2 Assessment data<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Attendance information about pupils and classes |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• DOB<br>• Class<br>• Gender<br>• UPN<br>• Address<br>• Telephone number<br>• Parental contact<br>• Ethnic origin<br>• Current attendance<br>• 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** | Morpeth Newminster Middle School |
| **Description** | BBC Bitesize is a free online study support resource designed to help with learning, revision and homework! Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. Bitesize also has hundreds of published lessons to help students across the UK with home schooling. Bitesize guides are written by teachers and subject experts and are mapped to follow the curricula of the UK. Secondary Bitesize follows exam board specifications for the main exam boards in the UK, including for GCSE in England, Wales and Northern Ireland and National 4, National 5 & Highers in Scotland, ensuring students are preparing for the right exams |
| **Personal Data Items** | **teacher** |

| | |
|---|---|
| | • Name<br>• email address<br><br>**child**<br><br>• Name<br>• Age<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Information relating to the behaviours of particular pupils |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Educational Behavioural Needs<br>• Social Care Status<br>•<br><br>**Parents/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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 | |
|---|---|

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

| System used: Book Creator | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Allows pupils to write books and store them in an online library |
| **Personal Data Items** | **Teacher**<br>• Name<br>• email<br>• profile picture from schools 360 [used to sign in]<br>• Technical data -Type of device IP<br>**Pupil**<br>• Name<br>• Pupil's [school] email |
| **Why is it being processed?** | To allow use of the system |
| **Who is data shared with?** | With third party service providers, such as hosting providers or an email service, so that they can provide services to us. In cases where we share student personal data with these third parties they will be obligated to comply with the commitments in this policy. We maintain a list of these third party service providers; |

| System used: Bromcom | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute. |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Address<br>• Title<br>• Gender<br>• Class<br>• Year |

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

| System used: Canva | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Canva is an online design and publishing tool |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• date of birth |

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|---|---|
| | • email<br>• phone number<br>• school<br>• analytics data<br>• usage data including device & location<br><br>**Student**<br><br>• Name<br>• class<br>• school<br>• email<br>• analytics data<br>• 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** | Morpeth Newminster Middle School |
| **Description** | CCTV |
| **Personal Data Items** | **Staff**<br><br>• Images<br><br>**Child**<br><br>• Images<br><br>**Visitor**<br><br>• Images |
| **Why is it being processed?** | Safeguarding |
| **Who is data shared with?** | Police in event of criminal investigations |

| System used: CGP | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | from the UK's No.1 Educational Publisher Incredible online teaching resources, plus CGP Books extras just for members! |
| **Personal Data Items** | **pupil**<br><br>• Name<br>• Class<br><br>**Teacher** |

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|---|---|
| | • Name<br>• email address |
| **Why is it being processed?** | https://www.cgpplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d1137b6a6/CGP-Account-Privacy-Notice-3 |
| **Who is data shared with?** | https://www.cgpplus.co.uk/getmedia/293dee24-4ed3-4f39-b57a-475d1137b6a6/CGP-Account-Privacy-Notice-3 |

| System used: Child Protection Records - Electronic | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Records relating to child protection issues for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br>•<br>**Parents**<br>• Name<br>• Address<br>• Contact Details<br>**Staff**<br>• Name<br>• Position<br>**Social Care Worker**<br>• Name<br>• Address<br>• Contact Details<br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Records relating to child protection issues for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>•<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational needs<br>• Child Protection Plan/Actions<br><br>**Parents/Carers**<br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**Social Care Worker**<br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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: Compass and careers tracking | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | We have created Compass and Tracker, free online tools for schools and colleges in England. Compass helps you to evaluate your institution's careers activity against the eight benchmarks of best practice — known as |

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| | the Gatsby Benchmarks.Features and benefits Evaluate your careers activity in as little as 30 minutes Compare your school to each of the eight Gatsby Benchmarks Identify areas for improvement, with resources to help you get there Use your result as the basis for your careers plan for the year |
| **Personal Data Items** | **pupil**<br>• Name<br>• class |
| **Why is it being processed?** | https://compass.careersandenterprise.co.uk/info |
| **Who is data shared with?** | https://compass.careersandenterprise.co.uk/info |

| System used: Consent for educational visits | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Consent information for all educational visits including day trips and residential visits |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Health conditions<br>• Medication<br>• Dietary requirements<br>• Contact information<br>• 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: Data tracking spreadsheets | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Spreadhseets (excel) to track progress of children over the course of their school career. |
| **Personal Data Items** | **pupil**<br>• Name<br>• date of birth<br>• gender<br>• class<br>• year<br>• FSM<br>• SEN<br>• Assessment info |
| **Why is it being processed?** | Processing this data is necessary for the completion of a public task and |

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| | 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: DCT Contact Testing Schools Clinical Trial programme | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | To enable Covid-19 testing to be completed at a School we need to collect personal data for staff and pupils, and to share personal data where we have a legal obligation. |
| **Personal Data Items** | **Children & Staff**<br>• Name<br>• Date of Birth<br>• Gender<br>• Ethnicity<br>• Home Postcode<br>• Email Address<br>• Mobile Number<br>• Unique barcode on each test<br>• LFD test result<br>**Parent**<br>• Name<br>• Contact details |
| **Why is it being processed?** | The above information will be sent to DHSC (with the DHSC as a controller) for their research and evaluation purposes. We also send the name, date of birth, gender, ethnicity, address, email address, mobile number, and barcodes of PCR tests taken for the in-school contacts of each person taking part in DCT. The school collects this data on behalf of the DHSC, and so are a processor of this information. The school will provide DHSC with confirmatory PCR test results, school attendance registers (name, email address and date of birth) and the School's Covid-19 test registers. For this information both the School and DHSC are controllers of the information. DHSC will, without School involvement, analyse information provided and compare it against information held on Test and Trace systems. This allows them to review the transmission of Covid-19 and to assess effectiveness of Daily Contact Testing. |
| **Who is data shared with?** | The personal data associated with test results will be shared with ? DHSC, NHS, Public Health England – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistic about Coronavirus. ? Your GP – to maintain your medical records and to offer support and guidance as necessary. ? Local Government to undertake local public health duties and to record and analyse local spreads. ? Egress – a secure online file transfer system to facilitate the transfer of research and evaluation data collected by the school to DHSC. ? Office for National Statistics (ONS) – to assist in the data collection and analysis on behalf of DHSC. ? IQVIA – to assist ONS in the data collection. IQVIA is a subcontractor of ONS for the purpose of |

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| | this trial. |

| System used: DFE-Census and workforce Census | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data. |
| **Personal Data Items** | **Staff**<br>• 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: Diagnostic questions | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Diagnostic Questions is a leading assessment tool that provides detailed insights into student understanding in a fraction of the time, simultaneously reducing workload and improving student results and confidence. |
| **Personal Data Items** | **School**<br>• Name<br>**Staff**<br>• Name<br>• E-mail address<br>• Primary role<br>• What you teach<br>**Pupils**<br>• Name<br>• Unique classroom id (generated by teacher) |
| **Why is it being processed?** | To provide online access for teachers and pupils to a variety of teaching and learning materials. |

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| **Who is data shared with?** | Not Shared |

| System used: Dietary requirements information sheets | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• 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: Discovery Education | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Discovery Education is a trusted partner for schools, supporting them in realising their vision and achieving their goals with curriculum-matched content, professional development solutions and professional networking opportunities. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://www.discoveryeducation.co.uk/privacy-policy |
| **Who is data shared with?** | https://www.discoveryeducation.co.uk/privacy-policy |

| System used: Doodle English | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Proxima™, the award-winning in-built intelligence that powers DoodleEnglish, builds an individual work programme for your child that's perfectly tailored to their level, strengths, and weaknesses. They work on short, snappy exercises that conveniently fit around busy schedules. They can even use it offline and upload progress later. Motivational features ensure they come back every day feeling more and more confident about their English. |
| **Personal Data Items** | **Teacher** |

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| | • Name<br><br>**Child**<br><br>• Name<br>• Age |
| **Why is it being processed?** | https://www.doodleenglish.com/privacy-policy/ |
| **Who is data shared with?** | https://www.doodleenglish.com/privacy-policy/ |

| System used: Doodle Maths | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Personalised maths tuition – anywhere, anytime Curriculum-aligned Ages 4 to 14 |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Child**<br><br>• Name<br>•<br><br>**Parent**<br><br>• Name |
| **Why is it being processed?** | https://www.doodlemaths.com/privacy-policy/ |
| **Who is data shared with?** | https://www.doodlemaths.com/privacy-policy/ |

| System used: Duolingo | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Duolingo lessons adapt to your learning style. Exercises are tailored to help you learn and review vocabulary effectively Instantly see which answers you get correct. When you miss a challenge, we'll quickly show you how to improve. Learning a language on Duolingo is completely free, but you can remove ads and support free education with Plus. First 14 days on us |
| **Personal Data Items** | **teacher**<br><br>• Name<br><br>**Child**<br><br>• Name<br>• age<br>• email |

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|---|---|
| **Why is it being processed?** | https://www.duolingo.com/privacy |
| **Who is data shared with?** | https://www.duolingo.com/privacy |

| System used: Earwig assessment, recording and reporting | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Earwig is a software package designed to turn the whole business of providing teaching evidence, making assessments, tracking progress and reporting into a pleasure rather than a chore. It is one integrated system but comes in three flavours... EARWIG CLASSIC for schools that want to capture magic moments engage parents and stay organised. EARWIG ASSESSMENT for schools that want a simple tool to speed up assessment, tracking and reporting. EARWIG PORTFOLIO for secondary schools that want students to evidence and present progress in non-core subjects. |
| **Personal Data Items** | **Staff**<br>• Name<br>• email address<br>• Position<br>• Class<br>• Clubs<br>**Pupil**<br>• Name<br>• Gender<br>• Age<br>• Class<br>• Clubs<br>• UPN<br>• SEND info<br>**Parents**<br>• Name<br>• Address<br>• Email address |
| **Why is it being processed?** | To provide access to assessment, recording and reporting software. |
| **Who is data shared with?** | Shared internally in school. |

| System used: Ed Shed | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | EdShed, or Education Shed Ltd. as our accountant calls us, is the umbrella for several educational products and brands. These include The Literacy Shed, Literacy Shed Plus, Spelling Shed and MathShed. We are a company run by teachers for teachers and we try to maintain particular |

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| | values within all of our products: The best quality product we can create Making the most educational impact possible Transparent and affordable pricing The least hassle for teachers and schools |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://www.edshed.com/en-gb/privacy |
| **Who is data shared with?** | https://www.edshed.com/en-gb/privacy |

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

| System used: Examination Boards administration | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board |
| **Personal Data Items** | **Child**<br>• Name |

| | |
|---|---|
| | • Date of birth<br>• Gender<br>• Unique Candidiate identifier<br>• Unique Learner Number<br>• Legal Name<br>• Coursework marks<br>• Forecast grades |
| **Why is it being processed?** | Exam entry and issuing of qualifications |
| **Who is data shared with?** | Examination Board |

| System used: Future Me (NECOP and NUFC) | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | he North East Uni Connect Programme is a partnership of all of the universities and colleges in the North East region. We are working together to support young people in the North East think about their futures and how higher education can help them reach their goals. We aim to increase awareness of higher education opportunities and progression pathways for young people and help both them and their key influencers understand what the higher education opportunities available in the North East. FutureMe FutureMe is the programme of activity offered to students in targeted areas and schools. Students taking part in FutureMe will have access to a range of activities and events to support them in considering their future options and learning about educational pathways available to them. By taking part in FutureMe activities we want young people to: Have the opportunity to plan for their future and gain an understanding of what can support them in reaching their goals Have access to high quality information and support to help them consider whether higher education is the right option for them Have an increased awareness and understanding of higher education opportunities and progression pathways in the region. |
| **Personal Data Items** | **pupil**<br>• Name<br>• Age<br>• email<br>• address<br>**Teacher**<br>• Name<br>• email<br>**parent**<br>• Name<br>• email |
| **Why is it being processed?** | https://futureme.ac.uk/about/data-protection |
| **Who is data shared with?** | https://futureme.ac.uk/about/data-protection |

| System used: Futures Cloud | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Internet / Network monitoring and reporting tool |
| **Personal Data Items** | **Pupil**<br>• Name<br>• I/P address<br>• URL's visited<br>**Teacher**<br>• Name<br>• I / P address<br>• URL's visited |
| **Why is it being processed?** | Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity. |
| **Who is data shared with?** | NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school. |

| System used: GL-Assessment | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | GL assessments provide a range of tests for schools including reading, progress and cognitive tests |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• Email<br>• Class<br>**Pupil**<br>• Name<br>• Age<br>• Gender<br>• Class<br>• Year<br>• Performance data |
| **Why is it being processed?** | To provide? access to a range of testing and diagnostic tools for teaching staff. |
| **Who is data shared with?** | Shared with school |

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

| System used: Google drive for education | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Classes / groups<br>• Gmail address<br>**Pupil**<br>• Name<br>• Classes / groups<br>• Gmail address<br>**Governor**<br>• Name<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Google Meet is a video-communication service developed by Google. It is one of two apps that constitute the replacement for Google Hangouts, the other being Google Chat |
| **Personal Data Items** | **teacher** |

| | |
|---|---|
| | • Name<br>•<br>•<br><br>**child**<br><br>• 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** | Morpeth Newminster Middle School |
| **Description** | Details of all members of the Governing Body |
| **Personal Data Items** | **Name**<br><br>• Name<br>• Address<br>• Contact Details<br>• Photos<br>• Attendance at Meetings<br>• 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** | Morpeth Newminster Middle School |
| **Description** | The dedicated platform built to run and report on your local authority HAF programme. |
| **Why is it being processed?** | To run and report HAF programme for schools. |
| **Who is data shared with?** | https://www.holidayactivities.com/privacy-notice/ |

| System used: Health & Safety | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Records pertaining to Health & Safety |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident |

| | |
|---|---|
| | **Child**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• Record of Accident/Incident<br><br>**Visitor**<br><br>• Name<br>• Contact details<br>• D.o.B<br>• 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: ICT North | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | IT services for schools |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Username<br>• Email address<br>• Temporary passwords<br><br>**Pupil**<br><br>• Name<br>• Username<br>• Email address<br>• 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: IDstore -Catering | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | First and foremost, we're about delicious, nutritionally rich food: fresh, local, sustainably sourced, big flavour and huge variety. Food that students love to eat and that brings them through the door in droves, day after day; evidenced by our fantastic track record in improving sales. Food that promotes sharp, positive and energetic minds. Food that encourages healthy bodies, habits and attitudes for a lifetime |
| **Personal Data Items** | **Teacher** |

| | |
|---|---|
| | • Name<br>• email address |
| **Why is it being processed?** | https://impactfood.co.uk/privacy-policy/ |
| **Who is data shared with?** | https://impactfood.co.uk/privacy-policy/ |

| System used: Impact Catering System | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | As an Impact organisation we measure everything we do by the positive change we're making. That extends from the students, schools and communities in which we operate, to the planet as a whole. We proudly go way beyond the minimum requirements and operate a sustainable model that minimises packaging, food waste and energy consumption; developing composting programs and encouraging and increasing recycling in schools, front and back of house. Getting young people involved in these practices and educating them on their importance, gives us another chance to instil positive attitudes and habits for a lifetime. |
| **Personal Data Items** | **staff**<br><br>• Name<br>• email<br>• telephone number |
| **Why is it being processed?** | https://impactfood.co.uk/privacy-policy/ |
| **Who is data shared with?** | https://impactfood.co.uk/privacy-policy/ |

| System used: Interactive Resources | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Pupil / teacher online learning resources for Numeracy. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Class / Year group<br>• School<br><br>**Pupil**<br><br>• Name<br>• Class / Year group<br>• School |
| **Why is it being processed?** | Necessary to provide access to learning resources through School360 |
| **Who is data shared with?** | N/A |

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| System used: Jigsaw Education Group | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | provide comprehensive, high-quality resources for PSHE and RE that empower teachers and support student wellbeing. Our innovative curriculum helps students develop the knowledge, skills, and values they need to thrive in today's world. We offer a range of ready-to-use resources, including lesson plans, activities, and interactive tools, designed to make teaching engaging and effective. From Early Years to Secondary, Jigsaw provides everything teachers need to deliver meaningful, impactful lessons that promote both personal growth and academic success. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Role at school/place of work<br>• work email<br>• school telephone |
| **Why is it being processed?** | To fulfill contract to provide resources/services. |
| **Who is data shared with?** | We will not sell or disclose your personal information to a third party. However, we will disclose specific information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on us or the site; (b) protect and defend the rights or property of the J gsaw Education Group; and, (c) act under exigent circumstances to protect the personal safety of users of the Jigsaw Education Group, or the public |

| System used: Jump- Website Provider | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication |
| **Personal Data Items** | **Staff, Governor and Parents**<br>• Name<br>• 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: Kahoot | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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 |

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|---|---|
| | 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**<br>• Name<br>**Pupil**<br>• Name<br>• Age |
| **Why is it being processed?** | https://kahoot.com/privacy-policy/ |
| **Who is data shared with?** | https://kahoot.com/privacy-policy/ |

| System used: Kerboodle | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Kerboodle works alongside your course textbooks to seamlessly integrate quality digital resources into all of your lessons – both in school and at home. Packed with customisable learning content, assessment materials and reporting tools, Kerboodle allows you to seamlessly integrate quality digital resources into your classroom. Over 3 million students and teachers currently use Kerboodle across 60 courses and a wide range of subjects including Modern Languages, Science, Mathematics, English and Geography |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://global.oup.com/privacy?cc=us |
| **Who is data shared with?** | https://global.oup.com/privacy?cc=us |

| System used: Language Angels | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **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 |

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| | (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** | **teacher**<br>• Name<br>**child**<br>• Name<br>• 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: Learning by Questions | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | me in the classroom is precious LbQ is the teaching tool to help squeeze the most out of your lesson. Enjoy more lightbulb moments with our award-winning resources. Respond and adapt quickly with our Live Results Matrix. Transform learning with immediate targeted feedback. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Pupil**<br>• Name |
| **Why is it being processed?** | https://www.lbq.org/Privacy-and-Data-Protection |
| **Who is data shared with?** | https://www.lbq.org/Privacy-and-Data-Protection |

| System used: Lexia | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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**<br>• Name<br>• Job title<br>• School<br>• Address<br>• Telephone number |

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|---|---|
| | • e-mail address<br>• IP address<br>• Browser information<br>•<br><br>**School**<br><br>• Name<br>• Payment details<br>• Usage data<br><br>**Pupil**<br><br>• Name<br>• Age<br>• Class<br>• 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: Libresoft Librarian | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Online system allows school to manage library |
| **Personal Data Items** | **Staff Member**<br><br>• Name<br>• school email address<br>• School phone number<br><br>**Child**<br><br>• Name<br>• Gender<br>• Year Group<br>• Pupil Premium Status<br>• School email |
| **Why is it being processed?** | |
| **Who is data shared with?** | We may disclose personal information to our employees, contractors, affiliates, subsidiaries, agents and service providers for purposes relating to the supply of Our products and services. For example, we may disclose personal information to: Third party providers for the purpose of providing support for Our products or services; and Third party suppliers in the course and for the purpose of providing a product or service. |

| System used: Lightspeed Internet Filtering | |
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|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• School<br>**Pupil**<br>• Name<br>• Name<br>• Machine name<br>• I/P address<br>• URLs visited<br>• 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: Literacy Planet | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | We’re on a mission to help all students master English literacy. LiteracyPlanet is a comprehensive online learning tool that empowers teachers and makes English literacy learning fun. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name<br>**Pupil**<br>• Name<br>• Age |
| **Why is it being processed?** | https://www.literacyplanet.com/us/about/coppa-privacy-notice/ |
| **Who is data shared with?** | https://www.literacyplanet.com/us/about/coppa-privacy-notice/ |

| System used: LItFilmFest | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |

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|---|---|
| **Description** | We create classroom projects which help schools future-proof young learners. Our award winning resource accelerate progress in English and develop leaders of the future with the 21st century skills needed for success. Our process is simple: Choose a LitFilmFest literacy project matched to the National Curriculum Download the resources and teach, improving writing progress and increasing pupil engagement using video making Share your literacy with your community, and with us, to give writing purpose |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name<br>• |
| **Why is it being processed?** | https://litfilmfest.com/privacy-policy/ |
| **Who is data shared with?** | https://litfilmfest.com/privacy-policy/ |

| System used: Looked After Children Records - Electronic | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Information relating to children who are in Looked After Care |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br>**Parents & Carers**<br>• Name<br>• Contact Details<br>• Address<br>•<br>**Staff**<br>• Name<br>• Position<br>**External Support**<br>• Name<br>• Organisation |

| | |
|---|---|
| | • Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving school |

| System used: Looked After Children Records - Paper | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Information relating to children who are Looked After |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Personal Education Plan<br>• Health Needs<br>• Social Care Needs<br>• Educational Needs<br>• Family Background<br>•<br><br>**Parents & Carers**<br><br>• Name<br>• Contact Details<br>• Address<br>•<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• Contact Details |
| **Why is it being processed?** | To support the education of children who are Looked After |
| **Who is data shared with?** | Social Workers, Local Authority, Carers, Receiving School |

| System used: Medical Files - Electronic | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
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| | |
|---|---|
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers**<br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br>• Name<br>• Position<br><br>**External Support Workers**<br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Information in respect of specific medical needs of an individual student |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Medical History<br>• Medication Details<br><br>**Parents/Carers** |

| | |
|---|---|
| | • Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• address<br>• 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** | Morpeth Newminster Middle School |
| **Description** | File of medical information for each child: asthma, medication administered, heath care plans, risk assessments |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Inhaler / medication information (doseage)<br>• DOB<br>• Class<br>• Medical condition<br>• Signs and symptoms<br>• Treatment<br>• Parental consent<br>• Name of medication and dose<br>• Side effects<br>• Storage requirements<br>• Special equipment<br>• Testing needed<br>• Access to food drink<br>• Dietary requirement<br>• Staff support<br>• Contingency arrangements<br>• Family / emergency contacts<br>• Hazard<br>• Risk<br>• Control measures / risk evaluation |
| **Why is it being processed?** | Health and safety of child |
| | |

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| **Who is data shared with?** | Staff, NCC and NHS professionals |

| System used: MedicalTracker | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Cloud based system for staff and student health management. |
| **Personal Data Items** | **Student**<br>• Name<br>• DOB<br>• Parent details<br>• Medical conditions<br>• Medication needed<br>• Care plans<br>• Personal data recorded next to any involved incident<br><br>**School staff**<br>• Name<br>• DOB<br>• Email<br>• Home address and telephone<br>• Details of any medical conditions<br><br>**Parent**<br>• Name<br>• Email<br>• Home address and telephone<br><br>**Visitors (only if injured on site)**<br>• Name<br>• Email<br>• DOB<br>• Telephone<br>• Recorded incident and details |
| **Why is it being processed?** | To record first aid incidents in schools and log medical conditions, care plans and medication required by students. |
| **Who is data shared with?** | Third party processors of personal data under the contract (with consent of the customer aka the school) |

| System used: Micro Librarian | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Micro Librarian Systems (MLS) , supplier of Library Management Systems to Education in the UK and the worlds first to use biometric identification data |
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|---|---|
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• email<br>• Biometric data (if used)<br><br>**Pupil**<br><br>• Name<br>• Age<br>• Year<br>• Biometric data (if used)<br><br>**Parent**<br><br>• Name<br>• email |
| **Why is it being processed?** | To provide online access to a range of library and literacy tools. |
| **Who is data shared with?** | N/A |

| System used: Microsoft Teams | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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**<br><br>• Name<br><br>**Child**<br><br>• 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** | Morpeth Newminster Middle School |
| **Description** | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Classes<br>**Pupil**<br>• Name<br>**Governor**<br>• 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: National Centre for Excellence in the Teaching of Mathematics (NCETM) | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| **Personal Data Items** | **Staff**<br>• Name<br>• email address<br>• School |
| **Why is it being processed?** | To provide access to the wide range of resources available online. |
| **Who is data shared with?** | Tribal and school staff. |

| System used: National Online Safety.com | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Member schools can access our 'Safe Remote Education Hub' created |

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|---|---|
| | to support teachers and leaders in understanding how to maintain effective safeguarding arrangements whilst also providing high-quality remote education and supporting pupil wellbeing |
| **Personal Data Items** | **Teacher**<br><br>• Name<br>• Email |
| **Why is it being processed?** | |
| **Who is data shared with?** | https://nationalonlinesafety.com/privacy-notice |

| System used: Newcastle United Foundation | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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**<br><br>• Forename<br>• Surname<br>• Gender<br>• Ethnicity<br>• Disability<br>• School<br>• Year Group<br>• 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: NFER | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Assessment materials, reading test and pupil progress data |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Contact details<br><br>**Pupil** |

| | |
|---|---|
| | • Name<br>• Date of birth<br>• School<br>• 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: Northumberland School Readiness Passport | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The School Readiness Passport is primarily a transition document. It will be used to gather information about key events in a child's early life. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Gender<br>• Date of Birth<br>• Unique Identifier<br>• PP Information<br>• Entitlement of hours<br>• Special Needs Information<br>• Development Progress<br>• |
| **Why is it being processed?** | This information will be gathered from the child's parents/carers and we do not access or use this data in any way other than as required to enable developmental progress tracking of young children and promote clear transitions between early years settings. |
| **Who is data shared with?** | https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/information%20governance/Schools-Readiness-Passport-Privacy-Notice.pdf |

| System used: NRS Catering | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Nationwide Retail Systems provide Cashless Catering Systems and solutions for Education, including access systems. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Email<br>• Photograph<br><br>**Pupil**<br><br>• Name<br>• Photograph |

| | |
|---|---|
| **Why is it being processed?** | To provide staff and pupils with access to cashless payment systems and school access systems. |
| **Who is data shared with?** | Not shared |

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

| System used: Oxford Owls | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Oxford Owl for School Teaching resources and expert school improvement support Remote learning guidance and support Award-winning subscriptions and leadership support Free teaching resources and eBooks Advice and support for parents Educational activities and games Free eBook library for 3- to 11-year-olds |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name<br>**Child**<br>• Name<br>• Age |
| **Why is it being processed?** | https://global.oup.com/privacy?cc=us |
| | |

| | |
|---|---|
| **Who is data shared with?** | https://global.oup.com/privacy?cc=us |

| System used: Padlet | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | A digital canvas where users can add photos, videos, audio, text, drawings, graphs, charts, and more. |
| **Personal Data Items** | **Child**<br>• Name<br>**Staff**<br>• Name |
| **Why is it being processed?** | https://padlet.com/ |
| **Who is data shared with?** | https://privacy.commonsense.org/evaluation/padlet |

| System used: Parent mail | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events |
| **Personal Data Items** | **School**<br>• Name<br>• School email address<br>**Staff**<br>• Name<br>• Class<br>• Title<br>• e-mail<br>• Gender<br>• Telephone number<br>• DOB<br>• School address<br>**Pupil**<br>• Name<br>• Year<br>• Parent/carer name<br>• Title<br>• Class<br>• Gender<br>• DOB |

| | |
|---|---|
| | • Address<br>• DOB<br><br>**Parent/carer**<br><br>• Name<br>• Telephone number<br>• email address<br>• Title<br>• Gender<br>• 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: ParentPay | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | ParentPay is an online payment service for schools and families. |
| **Personal Data Items** | **staff**<br><br>• Name<br>• Gender<br><br>**Pupil**<br><br>• Name<br>• Date of birth<br>• Gender<br>• Groups<br>• Dietary requirements<br>• Postal address<br>• UPN<br>• Roll number<br>• Meal selections and history<br>• Emergency contact information<br>• Medical details<br>• EHIC<br>• Doctors contact<br>• Passport<br><br>**Parent/Carer**<br><br>• Name<br>• Gender<br>• Address<br>• Phone number<br>• Email<br>• Payment history & balance<br>• Payment card details |
| **Why is it being processed?** | To provide parents with an online payment system for meals, school trips |

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|---|---|
| | and other activities/resources. |
| **Who is data shared with?** | School staff |

| System used: Parents Evening Booking System | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Online booking system for parents evenings and other school events. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Email<br>• Classes<br>**Pupil**<br>• Name<br>• Classes<br>• Year<br>**Parent**<br>• Name<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Staff appraisals |
| **Why is it being processed?** | To assist SLT in reviewing performance |
| **Who is data shared with?** | Staff member |

| System used: Personnel files | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Information relating to staff employment |
| **Personal Data Items** | **Staff**<br>• Name<br>• Address<br>• Telephone number<br>• e-mail address |

| | |
|---|---|
| | • National Insurance Number<br>• Qualifications<br>• DOB<br>• Contract<br>• Payroll no.<br>• Employment history<br>• References<br>• Leave of absence<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Photograph<br>• Video<br>**Pupil**<br>• Photograph (unnamed)<br>• Video (unnamed)<br>**Governor**<br>• Name<br>• Photograph |
| **Why is it being processed?** | To celebrate the life and work of the school. |
| **Who is data shared with?** | The public |

| System used: Places Leisure- School Swimming Management System | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing |

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| | 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** | **Child**<br><br>• Name<br>• UPN<br>• Year Group<br>• DOB<br>• Gender<br>• SEN information<br>• Medical Needs<br>• EAL<br>• Pupil Premium |
| **Why is it being processed?** | To capture the progress of children in swimming |
| **Who is data shared with?** | N/A |

| System used: Plickers | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Plickers is a powerfully simple tool that lets teachers collect real-time formative assessment data without the need for student devices. The Services are made available to teachers who may use them as an aid to classroom instruction. |
| **Personal Data Items** | **teacher**<br><br>• Name<br>• email address<br>• date of birth<br><br>**Pupil**<br><br>• Name<br>• Class |
| **Why is it being processed?** | To provide pupils with online accounts |
| **Who is data shared with?** | School staff |

| System used: Purple Mash | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **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** |

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| | • Name<br>• Year Group<br>• School<br>• Age<br><br>**Staff**<br><br>• Name<br>• 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: Quizziz | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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**<br><br>• Name<br><br>**Child**<br><br>• 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** | Morpeth Newminster Middle School |
| **Description** | A website linked to the scheme Read Write Inc which includes a staff portal. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• Address<br>• Email<br>• Telephone Number<br>• Role |
| **Why is it being processed?** | https://www.ruthmiskin.com/en/privacy-policy/ |
| **Who is data shared with?** | https://www.ruthmiskin.com/en/privacy-policy/ |

| System used: Reading Eggs | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The multi-award winning early learning resource supports your child's learn to read journey with carefully designed online reading games and activities that are easy to follow, self-paced, and highly engaging for young children. |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• Email<br>**Pupil**<br>• Name<br>• Age<br>• Class |
| **Why is it being processed?** | |
| **Who is data shared with?** | School staff |

| System used: Reading Planet | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive eBook. ?Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasureStrengthen home-school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook |
| **Personal Data Items** | **Parent**<br>• Name<br>**Teacher**<br>• Name<br>**Child**<br>• Name |
| | |

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|---|---|
| **Why is it being processed?** | https://www.hoddereducation.co.uk/privacynotice |
| **Who is data shared with?** | https://www.hoddereducation.co.uk/privacynotice |

| System used: Reading Plus | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name<br>• Age |
| **Why is it being processed?** | https://www.readingplus.com/privacy-policy/ |
| **Who is data shared with?** | https://www.readingplus.com/privacy-policy/ |

| System used: RealSmart | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online! |
| **Personal Data Items** | **Staff**<br>• Name<br>• School<br>• MIS id<br>• Classes<br>**Pupil**<br>• Name<br>• UPN<br>• Classes<br>• Attendance<br>• Achievement and behaviour |
| **Why is it being processed?** | To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education. |
| **Who is data shared with?** | Staff & Pupils |

| System used: Recruitment information | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Part of the job application process |
| **Personal Data Items** | **Name**<br>• Name<br>• DOB<br>• Address<br>• Educational establishments attended<br>• Qualifications<br>• Disciplinary Records<br>• Appraisal Records<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Daily register, after school club registers, lunch register |
| **Personal Data Items** | **Child**<br>• Name<br>• Address<br>• Date of Birth<br>• Lunch Status<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions |

| | |
|---|---|
| | **Parent/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**Social Care Worker**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Records relating to safeguarding of children |
| **Personal Data Items** | **Pupils**<br><br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• Child Protection Plan/Actions<br><br>**Parent/Carers**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name |

| | |
|---|---|
| | • Position<br><br>**Social Care Worker**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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: SAS - Staff absence Insurance | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **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** | **Staff**<br><br>• Name<br>• 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: School Gateway | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | School Gateway is your school’s app available on Android, iOS and the |

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| | 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** | **parent**<br><br>• Name<br>• email<br><br>**child**<br><br>• Name<br>• Date of birth<br>• medical condition |
| **Why is it being processed?** | https://schoolcomms.com/privacy-policy/ |
| **Who is data shared with?** | https://schoolcomms.com/privacy-policy/ |

| System used: School meals identification | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Identification of pupils for meals |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Photograph<br>• Dietary requirement |
| **Why is it being processed?** | To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies. |
| **Who is data shared with?** | Not shared |

| System used: School robins - Edukey | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | School Robins is a powerful communications tool designed for school leaders by Edukey Education Ltd. It removes the paper trail of round robins. |
| **Personal Data Items** | **Staff**<br><br>• Name<br>• School<br>• Email<br>• Classes<br><br>**Pupil** |

| | |
|---|---|
| | • Name<br>• School<br>• Classes<br>• Collated personal, social and academic information |
| **Why is it being processed?** | To enable the school to set up a School Robins system, which allows staff to create enquiries, with colleagues, about a pupil and then gather in their responses. |
| **Who is data shared with?** | Shared internally in school. |

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

| System used: Schoolcomms | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Communication app for parents |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Attendance data<br>**Parent**<br>• Name |

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

| System used: SchoolGrid | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | SchoolGrid provides kitchen management software to schools and caterers across the public sector. |
| **Personal Data Items** | **Pupil/parent/guardian account**<br><br>• Name<br>• DOB<br>• Gender<br>• Email<br>• Telephone Number |
| **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 |

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| | 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: Scratch | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name<br>•<br>• Age<br>**Parent**<br>• 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: SEND electronic records | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Records relating to Special Educational Needs and Disability for individual pupils |
| **Personal Data Items** | **Pupils**<br>• Name<br>• Date of Birth<br>• Address<br>• Health Needs<br>• Social Care Status<br>• Educational Needs<br>• SEND History<br>**Parents / Carers**<br>• Name<br>• Address |

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|---|---|
| | • Contact details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support Workers**<br><br>• Name<br>• Organisation<br>• Position<br>• Address<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Records relating to individual pupil's SEND history |
| **Personal Data Items** | **Pupil**<br><br>• Name<br>• Date Of Birth<br>• Address<br>• Medical Information<br>• Health & Social Care<br>• Specific Educational Needs<br>• Interventions In Place<br><br>**Parents**<br><br>• Name<br>• Address<br>• Contact Details<br><br>**Staff**<br><br>• Name<br>• Position<br><br>**External Support**<br><br>• Name<br>• Organisation<br>• Position<br>• Address |

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|---|---|
| | • 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: Seneca Learning | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | 4,500,000 students use Seneca to boost their grades at school and at home. We have interactive courses written by senior examiners for ages 8-18. Our free parent accounts let you monitor your child's progress on these courses whenever you like! |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Parent**<br>• Name<br>**Child**<br>• Name<br>• Age |
| **Why is it being processed?** | https://senecalearning.com/en-GB/privacy |
| **Who is data shared with?** | https://senecalearning.com/en-GB/privacy |

| System used: Senso Cloud | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal |
| **Personal Data Items** | **User**<br>• Name<br>• Marital status<br>• Title<br>• DOB<br>• Gender<br>• Address<br>• Email Address<br>• Telephone number |
| **Why is it being processed?** | For filtering and monitoring services across school devices, to carry out our obligations arising from the performance of the contract entered and to comply with a legal or regulatory obligation. |

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| **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** | Morpeth Newminster Middle School |
| **Description** | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| **Personal Data Items** | **Pupil**<br>• Photos (unnamed)<br>• Videos (unnamed)<br>• School name<br>• 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: SPAG | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Online SPaG tests for  instant gap analysis SPaG.com provides KS1 and KS2 practice punctuation & grammar tests. Plus 80 additional tests covering grammar objectives for every year group |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Age<br>• Name |
| **Why is it being processed?** | https://www.spag.com/Content/privacy.pdf |
| **Who is data shared with?** | https://www.spag.com/Content/privacy.pdf |

| System used: Sparx Learning | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes. |
| **Personal Data Items** | **Student**<br>• Name<br>• Date of Birth<br>• Gender |

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| | • Student group e.g pupil premium, EAL<br>• UPN<br>• email<br><br>**Parent**<br><br>• Name<br>• email<br><br>**Teacher**<br><br>• Name<br>• email<br>• Job Title |
| **Why is it being processed?** | To produce personalised resources and to allow school to analyse performance of individual students and student groups. To allow parents to support pupil learning. |
| **Who is data shared with?** | Support companies and research partners |

| System used: Spelling Frame | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Spellingframe includes all the words - both statutory and the example words - from the National Curriculum for Spelling for Year 1 to Year 6. Choose a spelling rule and each word is read aloud and provided within a sentence for context. Students can choose to practise a set of words, take a test, or play a game with those words (games are available to registered users only). If they choose to practise they will see and hear the word broken down into syllables (phonemes for the Y1 words) and will then be given a series of activities to help them to memorise the spelling. The activities develop increasing independence. If a student then spells the word correctly they move on to the next word. If they make a mistake they repeat the process to help them to learn the word. If a student chooses to be tested they receive instant feedback. If they make a mistake they are shown the correct spelling and given a series of activities to help them to remember. Spellingframe should work on all devices. If you have any difficulties accessing the activities please get in touch via the contact page. With a school account every student is provided with their own unique login. Teachers can then schedule custom word lists and monitor the test scores of their students. Teachers can schedule words for their whole class or they can set different sets of words for specified groups of students or individual students. There is a guide to setting up a school account here. An individual account will allow one student to log in, play all the games, and will record their scores each time they take a test. It will soon be possible to set students activities with their own personalised list of 'tricky' words - those that they have spelled incorrectly in previous tests. We are still working on creating lots of new games and adding hundreds of new words and features. |
| **Personal Data Items** | **Teacher**<br><br>• Name |

| | |
|---|---|
| | **Child**<br><br>• Name |
| **Why is it being processed?** | https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf |
| **Who is data shared with?** | https://spellingframe.co.uk/sitemedia/spellingframe-gdpr.pdf |

| System used: Spelling Shed | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The Spelling Shed - proudly powered by EdShed - is a spelling platform designed by a team of teachers. It is built with students, teachers and parents in mind and aims to make spelling fun for students as well as simple for adults to manage. |
| **Personal Data Items** | **Child**<br><br>• Name<br>• Age<br>•<br><br>**Parent**<br><br>• Name<br>• Contact Details |
| **Why is it being processed?** | https://www.edshed.com/en-gb/privacy |
| **Who is data shared with?** | https://www.edshed.com/en-gb/privacy |

| System used: Spellodrome | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Spellodrome is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Spellodrome supports and caters to each teacher’s unique blend of student-driven learning and teacher-led instruction. |
| **Personal Data Items** | **Pupil name**<br><br>• Name<br>• Class<br>• School<br>• Year group<br>• Points<br><br>**Staff**<br><br>• Name |

| | |
|---|---|
| | • School |
| **Why is it being processed?** | To provide secure individual access to the online learning materials |
| **Who is data shared with?** | School staff |

| System used: SpellZone | |
|---|---|
| **Owner** | Morpeth Newminster Middle 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**<br>• Name<br>**Child**<br>• Name<br>• 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: Sports Leader UK | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Awarding body for L3 award in Sport leadership |
| **Personal Data Items** | **Child**<br>• Name<br>• D.o.B<br>• Contact details<br>• Unique Learner Number<br>• Assessment details |
| **Why is it being processed?** | To gain qualifications |
| **Who is data shared with?** | Sport Leader UK |

| System used: STEM | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Developing teachers and leaders Explore programmes and resources that support professional development and drive the impact of teaching across schools and colleges. o support parents and carers, our subject experts |

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| | have put together a selection of activities and materials, which are free for everyone to access. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**child**<br>• Name<br>**Age**<br>• Name<br>**Parent**<br>• 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: SumDog | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Personalised maths & spelling practice that pupils love Engage your pupils with adaptive learning games aligned to the National Curriculum, for children aged 5 to 14. Proven to accelerate progress. |
| **Personal Data Items** | **Teachers**<br>• Name<br>**Child**<br>• Name |
| **Why is it being processed?** | https://www.sumdog.com/en/about/privacy/ |
| **Who is data shared with?** | https://www.sumdog.com/en/about/privacy/ |

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

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| | • Name<br>• Contact Address<br>• Contact Email<br>• Contact Telephone Number<br>• Billing Address<br><br>**Staff**<br><br>• Name<br><br>**Pupil**<br><br>• Name<br>• UPN<br>• Admission number<br>• Gender<br>• Year Group<br>• Registration group<br>• Class name<br>• Teacher name<br>• Ethnicity<br>• Eligibilty for free school meals<br>• Pupil premium indicator<br>• SEN Status<br>• In LEA care |
| **Why is it being processed?** | To provide a service and resources which enables schools to assess pupil attainment and track? progress? of individuals and groups. |
| **Who is data shared with?** | AQA; Doublestruck Service Providers (including internet service platform providers; payment processing providers); Local authorities; Doublestruck advisors and auditors; other approved third parties necessary to provide the service. |

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

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| | • 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** | Morpeth Newminster Middle School |
| **Description** | A provider of online training for staff & governors |
| **Personal Data Items** | **Staff member**<br>• Name<br>• Job Title<br>• Email<br>• Phone number<br>**Governor**<br>• Name<br>• Email<br>• Phone number |
| **Why is it being processed?** | In order to provide access to online training and for billing purposes |
| **Who is data shared with?** | Contractors to provide service |

| System used: Thrive | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Social and Emotional Screening Programme |
| **Personal Data Items** | **Pupil**<br>• Name<br>• DOB<br>• Class<br>• Year Group<br>• UPN<br>• Assessment information<br>• LAC<br>**Staff**<br>• Name<br>• Class |
| **Why is it being processed?** | Social & emotional development tracking |
| **Who is data shared with?** | School staff |

| System used: Times Tables Rock Stars | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Online times tables practice and testing. |
| **Personal Data Items** | **Staff**<br>• Name<br>• Email address<br>• School name<br>• School address<br>**Pupil**<br>• Name<br>• Year group<br>• Maths group |
| **Why is it being processed?** | To provide access to online learning tool. |
| **Who is data shared with?** | Staff |

| System used: Top Marks Spelling Games | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Welcome to Topmarks Topmarks is a leading independent educational website for children, teaching professionals and parents. Topmarks gives children the opportunity to learn online, through safe, fun and engaging games and activities. We feature great, educationally sound online resources. Topmarks is a safe environment for children because we only include trustworthy, reliable educational content. A good place to start is our fun learning games area. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**Child**<br>• Name<br>• Age<br>**Parents**<br>• Name |
| **Why is it being processed?** | https://www.topmarks.co.uk/PrivacyPolicy |
| **Who is data shared with?** | https://www.topmarks.co.uk/PrivacyPolicy |

| System used: Touch Type Read Spell | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |

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|---|---|
| **Description** | multi-sensory course that teaches typing, reading and spelling |
| **Personal Data Items** | **User**<br><br>• Name<br>• Username |
| **Why is it being processed?** | Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation |
| **Who is data shared with?** | We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing). You will receive marketing communications from us if you have requested information from us or purchased goods or services from us [or if you provided us with your details when you entered a competition or registered for a promotion] and, in each case, you have not opted out of receiving that marketing. We will get your express opt-in consent before we share your personal data with any company outside the TTRS group of companies for marketing purposes. |

| System used: Vimeo | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Upload and Host Videos. Collaborate and Share. Find the Vimeo Plan for You. HD playback. Powerful privacy controls. Privacy controls. Unlimited bandwidth. Embedding features. Video statistics. Ad-free videos. Password protection. 8K 360 uploads. Customizable player |
| **Personal Data Items** | **Teacher**<br><br>• Name<br><br>**Child**<br><br>• Name |
| **Why is it being processed?** | https://vimeo.com/privacy |
| **Who is data shared with?** | https://vimeo.com/privacy |

| System used: Virtual College | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Online training that saves you time and money Looking for high quality compliance and professional development training? Our vast library of accredited and certified online courses can help. Covering everything from food safety, safeguarding, health and safety through to personal |

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| | development and leadership & management, our online courses are simple, cost-effective and accessible for all. |
| **Personal Data Items** | **teacher**<br>• Name<br>• 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** | Morpeth Newminster Middle School |
| **Description** | Log of all visitors into school / fire regulations |
| **Personal Data Items** | **Visitor**<br>• Name<br>• Date and time<br>• Car registration<br>• Purpose of visit<br>• Company<br>• |
| **Why is it being processed?** | Safeguarding, health and safety, fire regulations |
| **Who is data shared with?** | School staff, visitors |

| System used: Vocabulary Ninja | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | THE HOME OF HIGH-QUALITY TEACHING AND LEARNING RESOURCES. WHICH TEACHING RESOURCES DO YOU NEED? At Vocabulary Ninja we provide a wide variety of high-quality products and systems that help to support pupils, teachers and schools. |
| **Personal Data Items** | **Teacher**<br>• Name<br>**child**<br>• Name<br>• age |
| **Why is it being processed?** | https://vocabularyninja.co.uk/privacy-policy-vn/ |
| **Who is data shared with?** | https://vocabularyninja.co.uk/privacy-policy-vn/ |

| System used: White Rose Maths and Science |
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| **Owner** | Morpeth Newminster Middle School |
| **Description** | Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child. |
| **Personal Data Items** | **Teacher**<br>• Name<br>• Date of Birth<br>• Gender<br>• Email address<br>• Payment details<br>**Child**<br>• Name<br>• Age<br>• Gender<br>• Email address<br>**Parent**<br>• Name<br>• Age<br>• Gender<br>• Email address<br>• |
| **Why is it being processed?** | https://whiterosemaths.com/privacy/ |
| **Who is data shared with?** | https://whiterosemaths.com/privacy/ |

| System used: Widget | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Communication Symbol Software |
| **Personal Data Items** | **Pupil**<br>• Name<br>• Progress Level |
| **Why is it being processed?** | To check Progress |
| **Who is data shared with?** | Staff |

| System used: Word Wall | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | The easy way to create your own teaching resources. Make custom activities for your classroom. Quizzes, match ups, word games, and much more |
| **Personal Data Items** | **Teacher**<br>• Name |
| **Why is it being processed?** | https://wordwall.net/account/privacy |
| **Who is data shared with?** | https://wordwall.net/account/privacy |

| System used: Wordshark/ Numbershark | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | To develop innovative, stimulating and flexible computer programs which assist the memory in acquiring literacy and numeracy: both with and without specialist teaching support. Wordshark and Numbershark were ground-breaking in their approach to teaching children with SEN using computers |
| **Personal Data Items** | **Child**<br>• Name<br>• Class<br>**Staff**<br>• Name<br>**Parent**<br>• Name |
| **Why is it being processed?** | To track student achievement in literacy and numeracy. |
| **Who is data shared with?** | Staff & Parents |

| System used: Zoom | |
|---|---|
| **Owner** | Morpeth Newminster Middle School |
| **Description** | Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems. |
| **Personal Data Items** | **Teacher**<br>• Name |

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|---|---|
| | **Parent**<br>• Name |
| **Why is it being processed?** | https://zoom.us/trust |
| **Who is data shared with?** | https://zoom.us/trust |