Morpeth Chantry Middle School

GDPR Privacy Notice Summary Report

Date: 06/05/2026

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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
Accelerated Reader	Accelerated Reader gives teachers the information they need to monitor students' reading practice and make informed decisions to guide their future learning.	
Bromcom	To provide the best MIS and finance solution for all schools to help improve student outcomes. Bromcom have over 10 years of experience of delivering using the Cloud, we are the most experienced MIS provider. We are constantly developing our system to reduce bolt ons. We present our software via up to date browser technology and an intuitive user friendly interface making everyday tasks simple to find and execute.	yes
CCTV	CCTV	
Century Tech	Intelligent personalisation improves student engagement and understanding	
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
Debbie Judd HR	Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our	

	experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.	
DFE-Census and workforce Census	The school workforce census is a statutory data collection that takes place each autumn. You must complete statutory censuses by law unless there's a good reason not to. The census collects data on all teaching and support staff in regular employment, including those working for: local authorities on central contracts local-authority-maintained schools academies free schools, including: studio schools university technical colleges pupil referral units (local authority establishments that provide education for children who cannot attend a mainstream school) Local authorities are responsible for: coordinating and approving the submission of census data from all their maintained schools submitting data for centrally employed school staff Academies are responsible for submitting and approving their own census data.	
Education Mutual	Staff absence protection for schools	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Examination Boards administration	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board	
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	
Group Call	Groupcall was created back in 2001 with a passion to	

	make things better for schools and their students. Since then, we've pioneered the latest home-school communication solutions, MIS system integration and data aggregation tools. And yes, our first client is still with us today. In 2018 Groupcall joined the Community Brands family and now offers a complete product suite that makes managing and processing data quick and easy, offers a new level of data analysis and transforms communications and payments between schools and parents.	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
ICT North	IT services for schools	
Jump- Website Provider	User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication	
Lexia	Students work independently to develop critical reading and language skills through individualized, motivating learning paths. All students, regardless of their skill level, can each work at their own pace and the teacher is notified (on web-based reports and via email) only when they require support.	
Looked After Children Records - Electronic	Information relating to children who are in Looked After Care	yes
Looked After Children Records - Paper	Information relating to children who are Looked After	yes
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
My Maths	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.	
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.	

PS Financials	Accounting, purchasing, budgeting and reporting software.	
Read Write Inc Website (www.ruthmiskin.com)	A website linked to the scheme Read Write Inc which includes a staff portal.	
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!	
Registers	Daily register, after school club registers, lunch register	
Safeguarding Records - Electronic	Records relating to safeguarding of children	yes
Safeguarding Records - Paper	Records relating to safeguarding of children	yes
SAS - Staff absence Insurance	AIS offer staff absence insurance support aimed specifically at schools with restrictive budgets. We guarantee a saving on any like-for-like quote, meaning your school can retain more of your budget to invest in other areas. Along with the financial support, AIS also offer several health and wellbeing services for staff and pupils to access. Included as standard is: • Continuous Cover • Cover for all Staff up to 70 Years Old • Flexible Cover; choose who you insure, along with your own Excess and Daily Benefit options • Maternity, Paternity & Adoption Benefit (optional) • Phased Return Benefit • Stress cover options of 0, 30 days or full cover • Generous time limits – schools have 30 calendar days to report a claim • Cover for sickness, accident, jury service and bereavement • Nurse Telephone Support Service through our in-house NMC registered nurses • 24/7 365 days a year, worldwide GP helpline, that always goes through to a trained medical professional	
School Cloud	SchoolCloud started in a computing classroom — except, we weren't the teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far	

	beyond version one. We've organically grown our team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations.	
School's Mutual	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.	yes
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.	
SEND electronic records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Send Paper Records	Records relating to individual pupil's SEND history	yes
Senso Cloud	The Cloud Based Platform for Device Monitoring and Management. All-In-One Software for Network, Classroom, Safeguarding and Asset Management, and for managing and monitoring any Windows and Chrome device from a Centralised Web portal	
Sign-In App	Electronic sign-in software for the school / fire regulations / emergency evacuation	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
Sparx Learning	Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes.	yes
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.	
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 National College	A provider of online training for staff & governors	
Thrive	Social and Emotional Screening Programme	yes

Times Tables Rock Stars	Online times tables practice and testing.	
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.	
White Rose Maths and Science	Influenced, inspired and informed by the work of leading maths researchers and practitioners across the world, White Rose Maths brings together a team of highly experienced and passionate maths teaching experts to train, guide, help and support all those who want to make change happen in their schools. We're guessing that might include YOU! If so, we offer you in-depth training programmes, a vast bank of clear, practical resources (many of them available free of charge), and the bespoke support you want and need to keep raising the bar. We'll not only make your job a whole lot simpler, we'll help you change the future for every child.	yes
Wonde	Manages transfer of data from Sims MIS to School360.	yes

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

System used: Bromcom	
Owner	Morpeth Chantry 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** • Name • DOB • Address • Title • Gender • Class • Year • Parent/carer name and contact details • UPN • Dietary Requirements • Medical Information • Attendance/exclusion • FSM • SEN • EAL & First Language • Assessment Information • Pupil Premium • Child Protection Plan • School history • Looked After information • Ethnicity

- Religion

Staff

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

| Why is it being processed? | https://bromcom.com/privacy-policy/ |
| Who is data shared with? | https://bromcom.com/privacy-policy/ |

System used: CCTV	
Owner	Morpeth Chantry Middle School
Description	CCTV
Personal Data Items	**Staff** - Images **Child** - Images **Visitor** - Images
Why is it being processed?	Safeguarding
Who is data shared with?	Police in event of criminal investigations

System used: Century Tech

Owner	Morpeth Chantry Middle School
Description	Intelligent personalisation improves student engagement and understanding
Personal Data Items	**Child** • Staff **parents** • Name
Why is it being processed?	https://www.century.tech/
Who is data shared with?	https://www.century.tech/

System used: Compass and careers tracking	
Owner	Morpeth Chantry 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 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** • Name • 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 Chantry Middle School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	**Pupil** • Name • DOB • Health conditions • Medication • Dietary requirements • Contact information • Family doctor

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

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

System used: Debbie Judd HR	
Owner	Morpeth Chantry Middle School
Description	Our aim is to provide outstanding HR advice and support to schools and academies, which will then able schools and academies to focus on providing high standards of education to their pupils and students. We are a based in the North East of England and we offer HR advice and support to education establishments local to us and remotely to those further field. Whatever the size of your organisation, we can offer flexible HR advice and support through our different packages. We are well aware of budget restraints across the education and other sectors and will always endeavour to keep our costs low and ensure that we provide value for money, supporting clients to manage their budgets efficiently. In our experience, we have found that the vast majority of HR issues can be resolved informally when dealt with appropriately at the earliest opportunity and strive to work with our clients on this basis. Our aim is to support you through initial concerns, providing professional, appropriate, proactive support in order to avoid a lengthy, costly HR process. We pride ourselves on our caring, knowledgeable and professional approach and will deliver legislative and practical HR support, at the highest standard, whilst adopting a common sense approach.
Personal Data Items	**Staff** • Name

	• All staff employment details
Why is it being processed?	https://debbiejuddhr.co.uk/about-us/
Who is data shared with?	https://debbiejuddhr.co.uk/about-us/

System used: DFE-Census and workforce Census	
Owner	Morpeth Chantry 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** • 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: Education Mutual	
Owner	Morpeth Chantry Middle School
Description	Staff absence protection for schools
Personal Data Items	**Staff** • Name • DOB • Gender • Role • Salary Band • Contact name
Why is it being processed?	Used to provide school with contacts to manage membership (staff absence protection/insurance)
Who is data shared with?	School only - no third parties

System used: EVOLVE visits	
Owner	Morpeth Chantry 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** • Name • e-mail address • IP address • Location data • Qualifications **Pupil** • Name • Date of Birth • UPN
Why is it being processed?	To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.
Who is data shared with?	'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'

System used: Examination Boards administration	
Owner	Morpeth Chantry Middle School
Description	Pearson/OCR/AQA/ASDAN/Edexcel and any other examination board
Personal Data Items	**Child** • Name • Date of birth • Gender • Unique Candidate identifier • Unique Learner Number • Legal Name • Coursework marks • Forecast grades
Why is it being processed?	Exam entry and issuing of qualifications
Who is data shared with?	Examination Board

System used: GL-Assessment	
Owner	Morpeth Chantry Middle School
Description	GL assessments provide a range of tests for schools including reading, progress and cognitive tests
Personal Data Items	**Staff**

	• Name
	• School
	• Email
	• Class
	Pupil
	• Name
	• Age
	• Gender
	• Class
	• Year
	• Performance data
Why is it being processed?	To provide? access to a range of testing and diagnostic tools for teaching staff.
Who is data shared with?	Shared with school

System used: Google Classroom	
Owner	Morpeth Chantry 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** • Name **Child** • 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 Chantry 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** • Name • Classes / groups • Gmail address **Pupil** • Name

	• Classes / groups • Gmail address **Governor** • Name • Gmail address
Why is it being processed?	To provide Google drive for education to staff, pupils and governors.
Who is data shared with?	Staff and Pupils

System used: Google Meet	
Owner	Morpeth Chantry 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 • • **child** • 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 Chantry Middle School
Description	Details of all members of the Governing Body
Personal Data Items	**Name** • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority and the general public

System used: Group Call	
Owner	Morpeth Chantry Middle School
Description	Groupcall was created back in 2001 with a passion to make things better for schools and their students. Since then, we've pioneered the latest home-school communication solutions, MIS system integration and data aggregation tools. And yes, our first client is still with us today. In 2018 Groupcall joined the Community Brands family and now offers a complete product suite that makes managing and processing data quick and easy, offers a new level of data analysis and transforms communications and payments between schools and parents.
Personal Data Items	**Pupil Name** • DOB **Parent** • Name
Why is it being processed?	
Who is data shared with?	All Groupcall products include access controls to allow you to control what data is accessible to your own users. On occasions where it is necessary to access customer data on behalf of a school, for example to investigate a specific support case, only approved Groupcall support and technical staff can access it. Groupcall staff are vetted and are subject to contractual data access policies and confidentiality clauses. We carry out DBS checking where appropriate. In order to carry out business activities authorised Groupcall staff can access business data subject to access controls.

System used: HAF- HolidayActivities	
Owner	Morpeth Chantry 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: Huggg	
Owner	Morpeth Chantry Middle School
Description	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.
Personal Data Items	**parent** • Name

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

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

System used: Jump- Website Provider	
Owner	Morpeth Chantry 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** • Name • Email Address
Why is it being processed?	To inform parents and the wider community about the life of the school
Who is data shared with?	https://www.wesayhowhigh.com/privacy-policy

System used: Lexia	
Owner	Morpeth Chantry 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** • Name • Job title • School • Address • Telephone number • e-mail address • IP address • Browser information • **School** • Name • Payment details • Usage data **Pupil** • Name • Age • Class • Group
Why is it being processed?	To provide access for staff and pupils to a comprehensive range of teaching resources
Who is data shared with?	Staff

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

- Name
- Contact Details
- Address
-

Staff

- Name
- Position

External Support

- Name
- Organisation
- Position
- Address
- Contact Details

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 Chantry Middle School
Description	Information relating to children who are Looked After
Personal Data Items	**Pupils** - Name - Date of Birth - Address - Personal Education Plan - Health Needs - Social Care Needs - Educational Needs - Family Background - **Parents & Carers** - Name - Contact Details - Address - **Staff** - Name - Position **External Support Workers** - Name

	• Organisation • Position • Address • Contact Details
Why is it being processed?	To support the education of children who are Looked After
Who is data shared with?	Social Workers, Local Authority, Carers, Receiving School

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

System used: My Maths	
Owner	Morpeth Chantry Middle School
Description	MyMaths is an interactive online teaching and homework subscription website for schools that builds pupil engagement and consolidates maths knowledge.
Personal Data Items	**Staff** • Name • School • Email **Pupil**

	• Name
	• Age
	• Gender
	• Year
	• Class
	• Performance data
Why is it being processed?	To provide pupils and staff with access to a wider range of mathematics online teaching and learning materials.
Who is data shared with?	Shared within school.

System used: ParentPay	
Owner	Morpeth Chantry Middle School
Description	ParentPay is an online payment service for schools and families.
Personal Data Items	**staff** • Name • Gender **Pupil** • Name • Date of birth • Gender • Groups • Dietary requirements • Postal address • UPN • Roll number • Meal selections and history • Emergency contact information • Medical details • EHIC • Doctors contact • Passport **Parent/Carer** • Name • Gender • Address • Phone number • Email • Payment history & balance • Payment card details
Why is it being processed?	To provide parents with an online payment system for meals, school trips and other activities/resources.
Who is data shared with?	School staff

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

System used: Performance Management	
Owner	Morpeth Chantry 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 Chantry Middle School
Description	Information relating to staff employment
Personal Data Items	**Staff** • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no.

	• Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

System used: Photographs and videos of staff and pupils.	
Owner	Morpeth Chantry 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** • Name • Photograph • Video **Pupil** • Photograph (unnamed) • Video (unnamed) **Governor** • Name • Photograph
Why is it being processed?	To celebrate the life and work of the school.
Who is data shared with?	The public

System used: PS Financials	
Owner	Morpeth Chantry Middle School
Description	Accounting, purchasing, budgeting and reporting software.
Personal Data Items	**Staff** • Name • School • MIS ID • Email address **School** • Name • Purchase data • Accounting data • Sales data

	• Expense data • Payment data • VAT returns
Why is it being processed?	To provide the school with an online financial management system.
Who is data shared with?	VAT returns shared with HMRC

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

System used: Reading Plus	
Owner	Morpeth Chantry Middle School
Description	Personalized intervention and instruction to develop silent reading proficiency and confident, lifelong readers.
Personal Data Items	**Teacher** • Name **Child** • Name • 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 Chantry 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** • Name • School • MIS id • Classes **Pupil** • Name • UPN • Classes • Attendance • Achievement and behaviour
Why is it being processed?	To provide staff and pupils with access to an online learning environment with a range of tools including Google drive for education.
Who is data shared with?	Staff & Pupils

System used: Registers	
Owner	Morpeth Chantry Middle School
Description	Daily register, after school club registers, lunch register
Personal Data Items	**Child** • Name • Address • Date of Birth • Lunch Status • Attendance
Why is it being processed?	To monitor children's attendance - legal obligation.
Who is data shared with?	School staff, after school club providers

System used: Safeguarding Records - Electronic	
Owner	Morpeth Chantry Middle School
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions

Parent/Carers

- Name
- Address
- Contact Details

Staff

- Name
- Position

Social Care Worker

- Name
- Address
- Contact Details

External Support Workers

- Name
- Organisation
- Position
- Address
- Contact Details

Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: Safeguarding Records - Paper

Owner	Morpeth Chantry Middle School
Description	Records relating to safeguarding of children
Personal Data Items	**Pupils**

- Name
- Date of Birth
- Address
- Health Needs
- Social Care Status
- Educational Needs
- Child Protection Plan/Actions

Parent/Carers

- Name
- Address
- Contact Details

Staff

- Name

- Position

Social Care Worker

- Name
- Address
- Contact Details

External Support Workers

- Name
- Organisation
- Position
- Address
- Contact Details

Why is it being processed?	Statutory obligations and to support educational entitlement
Who is data shared with?	Parent/Carer as appropriate, key workers as appropriate, LA workers as appropriate, Police

System used: SAS - Staff absence Insurance	
Owner	Morpeth Chantry 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** - Name - Date of Birth
Why is it being processed?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf
Who is data shared with?	https://schooladvice.co.uk/wp-content/uploads/2019/11/PrivacyPolicy.pdf

System used: School Cloud	
Owner	Morpeth Chantry Middle School
Description	SchoolCloud started in a computing classroom — except, we weren't the

teachers. Our company founders were aged 15 and challenged by their IT teacher to solve a school-wide issue of room double bookings. They spent a rainy, Scottish summer developing our very first product, Room Booking System. Not only did their school find it a winning solution, but they even gave them the grand sum of £100 for it! Equipped with our first income and some valuable guidance from entrepreneurial parents, we launched our business from the playground in 2006. And we've not looked back since. Today, by understanding our customers to ensure our technology is tailored to their needs, our software has come far beyond version one. We've organically grown our team to develop and launch multiple award-winning technology solutions that are used across the world to enhance school operations.

Personal Data Items	**Parents** - Name - Email address **Pupil** - Name **Teacher** - Name
Why is it being processed?	https://www.schoolcloud.co.uk/privacy-notice.asp
Who is data shared with?	https://www.schoolcloud.co.uk/privacy-notice.asp

System used: School's Mutual	
Owner	Morpeth Chantry Middle School
Description	Schools Mutual is a not-for-profit absence cover solution designed exclusively for schools to keep money in education. Our primary goal is to support schools, their budgets and their staff. Our cover is designed to both protect your budget against the rising cost of absences, whilst also supporting you in reducing those absence levels.
Personal Data Items	**Staff responsible for making the decisions relating to scheme of cover** - Name - email address - school phone number **Staff** - Name - DOB - Gender - Position - Marital status - Job description and working hours

	• Medical history including details of pre-existing medical/health conditions • Information relating to current health/medical condition and previous absence records
Why is it being processed?	• Under a contract, or to take steps to enter into a contract in respect of membership of the Mutual fund and the services provided therein. • To comply with a legal obligation • For our legitimate interests or those of a third party (provided the individual's rights and freedoms are not overridden) • to protect the vital interests of the data subject or another natural person • The data subject has freely given clear consent
Who is data shared with?	To manage and administer the fund, we need to share personal data with third-party processors. These may include: • Schools Advisory Service (SAS) – the fund administrator Wellbeing Services Personal data may also be shared with third-party service providers who deliver specific Medical and Wellbeing services or activities to members' staff. In all instances SAS Mutual CIC will: • Establish a data-sharing agreement with the supplier or contractor, either in the contract or MUTUAL V2 Page 4 as a standalone agreement, to ensure the fair and lawful processing of personal data following your policies, our policies and the data protection legislation • Only share data to the extent that the sub-processor or service provider needs it to deliver their service and to keep them safe while working with you and us. Others We may also share the contact details of your organisation with other companies in the group if we believe their services would be of interest and benefit to you. We use third-party service providers such as MailChimp to send marketing materials. We may share the name and contact email addresses of members, former members, and prospective member organisations with those service providers to assist us in carrying out this processing activity

System used: School360	
Owner	Morpeth Chantry Middle School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	**Pupil** • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections **Staff** • Name • Staff Alternative e-mail address • Teacher pupil notes

Why is it being processed?	To facilitate setting up and access to the County learning platform - School360
Who is data shared with?	SIMs Wonde Frog Learning Just2easy Interactive Resources

System used: Schoolcomms	
Owner	Morpeth Chantry Middle School
Description	Communication app for parents
Personal Data Items	**Pupil** • Name • Attendance data **Parent** • Name • Address • e-mail address • Mobile number
Why is it being processed?	To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.
Who is data shared with?	'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.'

System used: SchoolGrid	
Owner	Morpeth Chantry Middle School
Description	SchoolGrid provides kitchen management software to schools and caterers across the public sector.
Personal Data Items	**Pupil/parent/guardian account** • Name • DOB • Gender • Email • 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 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: SEND electronic records	
Owner	Morpeth Chantry Middle School
Description	Records relating to Special Educational Needs and Disability for individual pupils
Personal Data Items	**Pupils** • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History **Parents / Carers** • Name • Address • Contact details **Staff** • Name • Position **External Support Workers**

	• Name • Organisation • Position • Address • Contact details
Why is it being processed?	To ensure appropriate levels of support for the student in relation SEND needs
Who is data shared with?	Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate

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

System used: Senso Cloud	

Owner	Morpeth Chantry 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** • Name • Marital status • Title • DOB • Gender • Address • Email Address • 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.
Who is data shared with?	External third parties - details and lawful basis all set out on website privacy notice.

System used: Sign-In App	
Owner	Morpeth Chantry Middle School
Description	Electronic sign-in software for the school / fire regulations / emergency evacuation
Personal Data Items	**Staff** • Name • Job title • Car registration • Photo • Email address • IP addresses • Usage data • Cookies data • Online navigation data • Location data • Browser data **Parent** • Name • Car registration • Photo • Email address • IP addresses • Usage data • Cookies data

- Online navigation data
- Location data
- Browser data
- Purpose of visit

Visitor

- Name
- Car registration
- Job title/company
- Photo
- Email address
- IP addresses
- Usage data
- Cookies data
- Online navigation data
- Location data
- Browser data
- Purpose of visit

Why is it being processed?	Safeguarding, health and safety, fire regulations, emergency evacuation
Who is data shared with?	School staff, visitors

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

System used: Sparx Learning	
Owner	Morpeth Chantry Middle School
Description	Online resource that create systems that support students, teachers, and school leadership to improve educational outcomes.
Personal Data Items	**Student** - Name - Date of Birth - Gender - Student group e.g pupil premium, EAL

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

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

System used: The National College	
Owner	Morpeth Chantry Middle School
Description	A provider of online training for staff & governors
Personal Data Items	**Staff member** • Name • Job Title • Email • Phone number

	Governor
	• Name • Email • Phone number
Why is it being processed?	In order to provide access to online training and for billing purposes
Who is data shared with?	Contractors to provide service

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

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

Who is data shared with?	Staff

System used: Virtual College	
Owner	Morpeth Chantry Middle School
Description	Online training that saves you time and money Looking for high quality compliance and professional development training? Our vast library of accredited and certified online courses can help. Covering everything from food safety, safeguarding, health and safety through to personal development and leadership & management, our online courses are simple, cost-effective and accessible for all.
Personal Data Items	**teacher** - Name - email
Why is it being processed?	https://www.virtual-college.co.uk/privacy-policy
Who is data shared with?	https://www.virtual-college.co.uk/privacy-policy

System used: White Rose Maths and Science	
Owner	Morpeth Chantry 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** - Name - Date of Birth - Gender - Email address - Payment details **Child** - Name - Age - Gender - Email address **Parent**

	• Name
	• Age
	• Gender
	• Email address
	•
Why is it being processed?	https://whiterosemaths.com/privacy/
Who is data shared with?	https://whiterosemaths.com/privacy/

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