



Abbeyfields First School

GDPR Privacy Notice Summary Report

Date: 06/02/2026

Data Protection Officer: Vicki Evans

01670 513582

Introduction

Under the General Data Protection Regulations (GDPR), individuals have a right to be informed about how the school uses any personal data that we hold about them. This report provides information on the kinds of personal data we hold as a school and why and how we might use it.

Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names, addresses and age, information that we need in order to comply with our statutory role in educating pupils.

Most of this data is essential and does not require your consent to use it. Some personal data is not essential and for that, depending on age, we require the consent of either the pupil or parent. An example of the kind of data that needs consent would be using pupil photographs on the school website.

In this GDPR Privacy Notice summary report, you will find a complete list of all the systems the school uses which hold personal data. The report also contains additional information such as what personal data items are held, the legal basis for doing this, along with a description of the system, why the school processes the data and who it is shared with.

If you have any queries about this document or any other issue relating to personal data, please contact the school Data Protection Officer, whose name is on the front of the pack.

Systems included in this report

| System Name | Description | Special Category |
|---------------------------------------|---|------------------|
| Accident book | Log of accidents / minor injuries in school | |
| Accident Report Form | ACC1 form for reporting accidents to NCC | |
| Assessment Records | Electronic and paper mark books | |
| Attendance file | Attendance information about pupils and classes | yes |
| Bikeability | The Bikeability Trust run on behalf of Department of Transport. Courses and resources for schools in England | |
| 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 | |
| Charanga | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning | |
| Child Protection Records - Electronic | Records relating to child protection issues for individual pupils | yes |
| Child Protection Records - Paper | Records relating to child protection issues for individual pupils | yes |
| Consent for educational visits | Consent information for all educational visits including day trips and residential visits | yes |
| Data tracking spreadsheets | Spreadhseets (excel) to track progress of children over the course of their school career. | yes |
| 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 | |

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| | <p>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.</p> | |
| DFE-Census and workforce Census | <p>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.</p> | |
| Dietary requirements information sheets | <p>Required documents for specific children with severe allergies / intolerances and religious observations (food)</p> | yes |
| Education City | <p>EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.</p> | |
| Education Mutual | <p>Staff absence protection for schools</p> | |
| EVOLVE visits | <p>An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.</p> | |
| Google Classroom | <p>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.</p> | |
| Google drive for education | <p>suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google</p> | |

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| | 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 |
| ICT North | IT services for schools | |
| Jump- Website Provider | User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication | |
| Language Angels | Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice. Our experienced team of foreign language teaching specialists have spent thousands of hours over a number of years creating, testing and refining our lessons and resources to bring them to where they are now. We won't rest on our laurels though. We continue to work, adding innovative and exciting new units and resources all the time. By providing a multitude of teaching units (each designed to run for 6 weeks) there are more than enough resources to enable you to teach the language of your choice throughout the whole of your primary school. | |
| 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 |
| 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 | |

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| | 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. | |
| National Tutoring Programme (NTP) | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. | yes |
| Nereo (Matrix) | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. | |
| 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. | |
| 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 | |
| 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. | |

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| Place Leisure- School Swimming Management System | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. | yes |
| Purple Mash | The all-in-one Edtech solution for your Primary School. Embed computing and digital skills across your whole curriculum with award-winning teaching and learning software for KS1 and KS2. | |
| Read Write Inc Website (www.ruthmiskin.com) | A website linked to the scheme Read Write Inc which includes a staff portal. | |
| RealSmart | Realsmart provides a website that improves communication and makes collaboration easy! Google Apps for Education and your online learning and tracking tools wrapped into one school website bringing your whole school online! | |
| Recruitment information | Part of the job application process | yes |
| Registers | Daily register, after school club registers, lunch register | |
| Safeguarding Records - Electronic | Records relating to safeguarding of children | yes |
| Safeguarding Records - Paper | Records relating to safeguarding of children | yes |
| School360 | Learning platform for Northumberland schools with links to 3rd party educational resource providers. | yes |
| Scratch | With Scratch, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps young people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Kindergarten Group at the MIT Media Lab. It is provided free of charge. | |
| Seesaw | Seesaw - Student driven digital portfolios and simple parent communication. | |
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| SEND electronic records | Records relating to Special Educational Needs and Disability for individual pupils | yes |
| Send Paper Records | Records relating to individual pupil's SEND history | yes |
| Sign-In App | Electronic sign-in software for the school / fire regulations / emergency evacuation | |
| Skype | Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images | |
| Social media sites e.g. Twitter, Facebook | Social Media tool used to inform parents about events in school and celebrate children's achievement. | |
| 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 | |
| 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. | |
| Twinkl | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new | |

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| | content gets added every day.You'll find we've normally got what you need before you even know you want it. | |
| Unifrog | Research platform for destinations | |
| 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. | |
| WardHadaway | As a full service law firm, we offer a huge variety of services to a wide cross section of client groups. Those working in the public and third sectors operate in an often sensitive environment. They can be under significant scrutiny, as they use limited resources to try to achieve maximum impact and benefit. So whether working with educational establishments, local authorities or blue light services, with charities or social enterprises, our teams are highly experienced in providing a robust, efficient and effective service. | yes |
| 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 | |
| Wonde | Manages transfer of data from Sims MIS to School360. | yes |
| Y4 Multiplication Check | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. | |

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| 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. | |
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| System used: Accident book | |
|-----------------------------------|--|
| Owner | Abbeyfields First School |
| Description | Log of accidents / minor injuries in school |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • class • Injury • first aid • |
| Why is it being processed? | To record injuries in school |
| Who is data shared with? | Parents |

| System used: Accident Report Form | |
|-----------------------------------|--|
| Owner | Abbeyfields First School |
| Description | ACC1 form for reporting accidents to NCC |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • DOB • Gender • Address • Telephone number • Date and time of accident • nature of injury • Place of accident • First aid • Circumstances • Action taken • Witness information • Staff member <ul style="list-style-type: none"> • Name • Occupation • DOB • Gender • Address • Telephone number • Date and time of injury • nature of injury • place of accident • First aid • Circumstances • Action taken • 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: Assessment Records | |
|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Electronic and paper mark books |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data |
| Why is it being processed? | To track student achievement and report to parents |
| Who is data shared with? | Parents |

| System used: Attendance file | |
|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Attendance information about pupils and classes |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • DOB • Class • Gender • UPN • Address • Telephone number • Parental contact • Ethnic origin • Current attendance • Past attendance |
| Why is it being processed? | To regularly check pupil's attendance towards a desired goal |
| Who is data shared with? | EWO and other agencies as required / parents |

| System used: Bikeability | |
|--------------------------|---|
| Owner | Abbeyfields First School |
| Description | The Bikeability Trust run on behalf of Department of Transport. Courses |

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| | 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: Bromcom | |
|----------------------------|---|
| Owner | Abbeyfields First 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 | <p>Pupil</p> <ul style="list-style-type: none"> • 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 <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Phone number • Email address • Title • Gender • DOB • NI Number • Ethnicity • Bank Account information • Qualifications |

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| | <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | CCTV |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Images <p>Child</p> <ul style="list-style-type: none"> • Images <p>Visitor</p> <ul style="list-style-type: none"> • Images |
| Why is it being processed? | Safeguarding |
| Who is data shared with? | Police in event of criminal investigations |

| System used: Charanga | |
|----------------------------|--|
| Owner | Abbeyfields First School |
| Description | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • School • email address • Mobile phone umber • Pupils groups |

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|-----------------------------------|---|
| | Pupil <ul style="list-style-type: none"> • Name • School • Assessment information |
| Why is it being processed? | To provide online access to teaching and learning materials. |
| Who is data shared with? | Shared with partner company Soundation AB |

| System used: Child Protection Records - Electronic | |
|--|---|
| Owner | Abbeyfields First School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions • Parents <ul style="list-style-type: none"> • Name • Address • Contact Details Staff <ul style="list-style-type: none"> • Name • Position Social Care Worker <ul style="list-style-type: none"> • Name • Address • Contact Details External Support Workers <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Social Workers, Parent/Carers as appropriate, some information shared |

with key workers, health care professionals and Police, receiving school

System used: Child Protection Records - Paper

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|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Records relating to child protection issues for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • • Date of Birth • Address • Health Needs • Social Care Status • Educational needs • Child Protection Plan/Actions <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | Statutory obligations and to support educational entitlement |
| Who is data shared with? | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school |

System used: Consent for educational visits

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|--------------------|--|
| Owner | Abbeyfields First School |
| Description | Consent information for all educational visits including day trips and |

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| | residential visits |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • 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 | |
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| Owner | Abbeyfields First School |
| Description | Spreadhseets (excel) to track progress of children over the course of their school career. |
| Personal Data Items | pupil <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | <p>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</p> |

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| | 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 <ul style="list-style-type: none"> • 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 | Abbeyfields First 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 <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.gov.uk/help/privacy-notice |
| Who is data shared with? | https://www.gov.uk/help/privacy-notice |

| System used: Dietary requirements information sheets | |
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| Owner | Abbeyfields First School |
| Description | Required documents for specific children with severe allergies / intolerances and religious observations (food) |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • DOB • Dietary information |
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| Why is it being processed? | Health and safety - to avoid children coming into contact with specific foods |
| Who is data shared with? | n/a |

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| System used: Education City | |
| Owner | Abbeyfields First School |
| Description | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Email • School Pupil <ul style="list-style-type: none"> • Name • Gender • Age • Class |
| Why is it being processed? | To provide access for teachers and pupils to a range of online teaching and learning tools. |
| Who is data shared with? | Shared with school |

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| System used: Education Mutual | |
| Owner | Abbeyfields First School |
| Description | Staff absence protection for schools |
| Personal Data Items | Staff <ul style="list-style-type: none"> • 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 |

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| System used: EVOLVE visits | |
| Owner | Abbeyfields First School |
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| Description | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • e-mail address • IP address • Location data • Qualifications <p>Pupil</p> <ul style="list-style-type: none"> • 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.' |

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| System used: Google Classroom | |
| Owner | Abbeyfields First 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 | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • 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 |

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| System used: Google drive for education | |
| Owner | Abbeyfields First School |
| Description | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom. |
| Personal Data Items | Staff |

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| | <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Classes / groups • Gmail address <p>Governor</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First 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 | <p>teacher</p> <ul style="list-style-type: none"> • Name • • <p>child</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Details of all members of the Governing Body |
| Personal Data Items | <p>Name</p> <ul style="list-style-type: none"> • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests |

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| Why is it being processed? | Statutory Requirement |
| Who is data shared with? | Local Authority and the general public |

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| System used: HAF- HolidayActivities | |
| Owner | Abbeyfields First 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/ |

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|-----------------------------------|---|
| System used: ICT North | |
| Owner | Abbeyfields First School |
| Description | IT services for schools |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Username • Email address • Temporary passwords <p>Pupil</p> <ul style="list-style-type: none"> • 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 |

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|--|---|
| System used: Jump- Website Provider | |
| Owner | Abbeyfields First School |
| Description | User research, web design, brand strategy, brand identity, graphic design, illustration, print design, animation, motion graphics and brand communication |
| Personal Data Items | <p>Staff, Governor and Parents</p> <ul style="list-style-type: none"> • Name • Email Address |
| Why is it being processed? | To inform parents and the wider community about the life of the school |
| | |

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| Who is data shared with? | https://www.wesayhowhigh.com/privacy-policy |
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| System used: Language Angels | |
|-----------------------------------|--|
| Owner | Abbeyfields First 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 (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 <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name • age |
| Why is it being processed? | Language_Angels_Home_School_Terms_&_Conditions.pdf |
| Who is data shared with? | Language_Angels_Home_School_Terms_&_Conditions.pdf |

| System used: Looked After Children Records - Electronic | |
|---|---|
| Owner | Abbeyfields First School |
| Description | Information relating to children who are in Looked After Care |
| Personal Data Items | Pupil <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background Parents & Carers <ul style="list-style-type: none"> • Name • Contact Details • Address • |

| | |
|-----------------------------------|--|
| | Staff <ul style="list-style-type: none"> • Name • Position External Support <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Information relating to children who are Looked After |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address • Personal Education Plan • Health Needs • Social Care Needs • Educational Needs • Family Background • Parents & Carers <ul style="list-style-type: none"> • Name • Contact Details • Address • Staff <ul style="list-style-type: none"> • Name • Position External Support Workers <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| | |

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|-----------------------------------|---|
| 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 | Abbeyfields First School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate) |

| System used: Medical Files - Paper | |
|------------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Information in respect of specific medical needs of an individual student |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Medical History • Medication Details <p>Parents/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • Name • Organisation • Position • address • Contact details |
| Why is it being processed? | To ensure access to education |
| Who is data shared with? | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate |

| System used: Microsoft Teams | |
|------------------------------|---|
| Owner | Abbeyfields First School |
| Description | <p>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</p> |

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|-----------------------------------|---|
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Suite of online tools for staff and pupils, including OneDrive, Word, Powerpoint, Excel, Outlook, Video and Teams. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Classes Pupil <ul style="list-style-type: none"> • Name Governor <ul style="list-style-type: none"> • Name |
| Why is it being processed? | To provide OneDrive for education to staff, pupils and governors. |
| Who is data shared with? | N/A |

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|--|--|
| System used: National Tutoring Programme (NTP) | |
| Owner | Abbeyfields First School |
| Description | The National Tutoring Programme offers highly tailored tuition support for pupils, to help those whose education has been most impacted by the pandemic. |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • SEN Status • PP Funding Status • Attainment Level • Special Learning Needs • Safeguarding Info/Risk Assessments |
| Why is it being processed? | To perform the services of the National Tutoring Programme |
| | |

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|---------------------------------|---|
| Who is data shared with? | https://nationaltutoring.org.uk/legal/privacy-notice/ |
|---------------------------------|---|

| System used: Nereo (Matrix) | |
|-----------------------------------|--|
| Owner | Abbeyfields First School |
| Description | North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities. |
| Personal Data Items | All Staff <ul style="list-style-type: none"> • Name • Date of birth |
| Why is it being processed? | https://www.nereo.gov.uk/privacy-notice/ |
| Who is data shared with? | https://www.nereo.gov.uk/privacy-notice/ |

| System used: Northumberland School Readiness Passport | |
|---|---|
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name • Gender • Date of Birth • Unique Identifier • PP Information • Entitlement of hours • Special Needs Information • Development Progress • |
| 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: Oxford Owls | |
|-----------------------------------|---|
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name • 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: Parents Evening Booking System | |
|---|--|
| Owner | Abbeyfields First School |
| Description | Online booking system for parents evenings and other school events. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Email • Classes Pupil <ul style="list-style-type: none"> • Name • Classes • Year Parent <ul style="list-style-type: none"> • 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 | Abbeyfields First 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 | Abbeyfields First School |
| Description | Information relating to staff employment |
| Personal Data Items | Staff <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Photograph • Video Pupil <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) Governor |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Photograph |
| Why is it being processed? | To celebrate the life and work of the school. |
| Who is data shared with? | The public |

| System used: Place Leisure- School Swimming Management System | |
|---|--|
| Owner | Abbeyfields First School |
| Description | The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on pupil attainment for all pupils we have the data for. |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • UPN • Year Group • DOB • Gender • SEN information • Medical Needs • EAL • Pupil Premium |
| Why is it being processed? | To capture the progress of children in swimming |
| Who is data shared with? | N/A |

| System used: Purple Mash | |
|----------------------------|--|
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name • Year Group • School |

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|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Age Staff <ul style="list-style-type: none"> • Name • School |
| Why is it being processed? | To provide online access to a range of Edtech software. |
| Who is data shared with? | School staff |

| System used: Read Write Inc Website (www.ruthmiskin.com) | |
|--|---|
| Owner | Abbeyfields First School |
| Description | A website linked to the scheme Read Write Inc which includes a staff portal. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • Address • Email • Telephone Number • Role |
| Why is it being processed? | https://www.ruthmiskin.com/en/privacy-policy/ |
| Who is data shared with? | https://www.ruthmiskin.com/en/privacy-policy/ |

| System used: RealSmart | |
|-----------------------------------|---|
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name • School • MIS id • Classes Pupil <ul style="list-style-type: none"> • Name • UPN • Classes • Attendance • Achievement and behaviour |
| Why is it being processed? | To provide staff and pupils with access to an online learning environment |

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| | with a range of tools including Google drive for education. |
| Who is data shared with? | Staff & Pupils |

| System used: Recruitment information | |
|--------------------------------------|--|
| Owner | Abbeyfields First School |
| Description | Part of the job application process |
| Personal Data Items | Name <ul style="list-style-type: none"> • Name • DOB • Address • Educational establishments attended • Qualifications • Disciplinary Records • Appraisal Records • Salary information |
| Why is it being processed? | As part of the recruitment process |
| Who is data shared with? | Governors/ shortlisting panel/ SIP/ HR |

| System used: Registers | |
|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Daily register, after school club registers, lunch register |
| Personal Data Items | Child <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | Pupils <ul style="list-style-type: none"> • Name • Date of Birth • Address |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Records relating to safeguarding of children |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • Child Protection Plan/Actions <p>Parent/Carers</p> <ul style="list-style-type: none"> • Name • Address |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>Social Care Worker</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>External Support Workers</p> <ul style="list-style-type: none"> • 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: School360 | |
| Owner | Abbeyfields First School |
| Description | Learning platform for Northumberland schools with links to 3rd party educational resource providers. |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/Group • Year • UPN (Unique Pupil Number) • Gender • Attendance (If School360 used for registration) • Pupil concern reports • EYFS reflections <p>Staff</p> <ul style="list-style-type: none"> • Name • Staff Alternative e-mail address • Teacher pupil notes |
| Why is it being processed? | To facilitate setting up and access to the County learning platform - School360 |
| Who is data shared with? | SIMs Wonde Frog Learning Just2easy Interactive Resources |

| System used: Scratch | |
|-----------------------------------|---|
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name • • Age Parent <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://scratch.mit.edu/privacy_policy |
| Who is data shared with? | https://scratch.mit.edu/privacy_policy |

| System used: Seesaw | |
|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Seesaw - Student driven digital portfolios and simple parent communication. |
| Personal Data Items | Staff <ul style="list-style-type: none"> • Name • School • Classes Pupil <ul style="list-style-type: none"> • Name • School • Year • Classes |
| Why is it being processed? | To provide Staff and pupil accounts on Seesaw and to enable the production of pupil portfolios. |
| Who is data shared with? | Not shared |

| System used: SEND electronic records | |
|--------------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Records relating to Special Educational Needs and Disability for individual pupils |
| Personal Data Items | <p>Pupils</p> <ul style="list-style-type: none"> • Name • Date of Birth • Address • Health Needs • Social Care Status • Educational Needs • SEND History <p>Parents / Carers</p> <ul style="list-style-type: none"> • Name • Address • Contact details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support Workers</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Records relating to individual pupil's SEND history |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Specific Educational Needs • Interventions In Place <p>Parents</p> <ul style="list-style-type: none"> • Name • Address • Contact Details <p>Staff</p> <ul style="list-style-type: none"> • Name • Position <p>External Support</p> <ul style="list-style-type: none"> • Name • Organisation • Position • Address • Contact Details |
| Why is it being processed? | To support educational entitlement to meet statutory obligations |
| Who is data shared with? | Case workers, Parents, local Authority and Receiving Schools |

| | |
|----------------------------|--|
| System used: Sign-In App | |
| Owner | Abbeyfields First School |
| Description | Electronic sign-in software for the school / fire regulations / emergency evacuation |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Job title • Car registration • Photo • Email address • IP addresses • Usage data • Cookies data • Online navigation data • Location data • Browser data <p>Parent</p> <ul style="list-style-type: none"> • Name • Car registration • Photo • Email address • IP addresses • Usage data |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Cookies data • Online navigation data • Location data • Browser data • Purpose of visit <p>Visitor</p> <ul style="list-style-type: none"> • 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: Skype | |
| Owner | Abbeyfields First School |
| Description | Skype is a proprietary telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images |
| Personal Data Items | <p>Teacher</p> <ul style="list-style-type: none"> • Name <p>Child</p> <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://privacy.microsoft.com/en-us |
| Who is data shared with? | https://privacy.microsoft.com/en-us |

| | |
|--|---|
| System used: Social media sites e.g. Twitter, Facebook | |
| Owner | Abbeyfields First School |
| Description | Social Media tool used to inform parents about events in school and celebrate children's achievement. |
| Personal Data Items | Pupil |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • 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: The Headteacher Report | |
|-------------------------------------|---|
| Owner | Abbeyfields First 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 | <p>Pupil</p> <ul style="list-style-type: none"> • Name <p>Teacher</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | A provider of online training for staff & governors |
| Personal Data Items | <p>Staff member</p> <ul style="list-style-type: none"> • Name • Job Title • Email • Phone number <p>Governor</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Social and Emotional Screening Programme |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Class • Year Group • UPN • Assessment information • LAC <p>Staff</p> <ul style="list-style-type: none"> • 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 | Abbeyfields First School |
| Description | Online times tables practice and testing. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • Email address • School name • School address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Year group • Maths group |
| Why is it being processed? | To provide access to online learning tool. |
| Who is data shared with? | Staff |

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|---------------------------------------|
| System used: Top Marks Spelling Games |
|---------------------------------------|

| | |
|-----------------------------------|--|
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name • Age Parents <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.topmarks.co.uk/PrivacyPolicy |
| Who is data shared with? | https://www.topmarks.co.uk/PrivacyPolicy |

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|-----------------------------------|--|
| System used: Twinkl | |
| Owner | Abbeyfields First School |
| Description | We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day. You'll find we've normally got what you need before you even know you want it. |
| Personal Data Items | Teacher <ul style="list-style-type: none"> • Name child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.twinkl.co.uk/legal |
| Who is data shared with? | https://www.twinkl.co.uk/legal |

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| System used: Unifrog | |
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|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | Research platform for destinations |
| Personal Data Items | Child <ul style="list-style-type: none"> • Name • Contact Details • Assessment information • Date of birth |
| Why is it being processed? | To enable students to research possible destinations for post 16 and 18 study |
| Who is data shared with? | SLT and tutors |

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|-----------------------------------|---|
| System used: Vimeo | |
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name Child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://vimeo.com/privacy |
| Who is data shared with? | https://vimeo.com/privacy |

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|-----------------------------------|---|
| System used: Virtual College | |
| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • 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: WardHadaway | |
|-----------------------------------|---|
| Owner | Abbeyfields First School |
| Description | As a full service law firm, we offer a huge variety of services to a wide cross section of client groups. Those working in the public and third sectors operate in an often sensitive environment. They can be under significant scrutiny, as they use limited resources to try to achieve maximum impact and benefit. So whether working with educational establishments, local authorities or blue light services, with charities or social enterprises, our teams are highly experienced in providing a robust, efficient and effective service. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name • DOB • Address <p>Pupil</p> <ul style="list-style-type: none"> • Name • Address • DOB • <p>parent</p> <ul style="list-style-type: none"> • Name • DOB • Addresss |
| Why is it being processed? | https://www.wardhadaway.com/privacy-notice/ |
| Who is data shared with? | https://www.wardhadaway.com/privacy-notice/ |

| System used: White Rose Maths and Science | |
|---|--|
| Owner | Abbeyfields First 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 |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • Name • Date of Birth • Gender • Email address • Payment details <p>Child</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address <p>Parent</p> <ul style="list-style-type: none"> • Name • Age • Gender • Email address • |
| Why is it being processed? | https://whiterosemaths.com/privacy/ |
| Who is data shared with? | https://whiterosemaths.com/privacy/ |

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| System used: Widget | |
| Owner | Abbeyfields First School |
| Description | Communication Symbol Software |
| Personal Data Items | <p>Pupil</p> <ul style="list-style-type: none"> • Name • Progress Level |
| Why is it being processed? | To check Progress |
| Who is data shared with? | Staff |

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| System used: Wonde | |
| Owner | Abbeyfields First School |
| Description | Manages transfer of data from Sims MIS to School360. |
| Personal Data Items | <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Pupil</p> <ul style="list-style-type: none"> • Name • School id • Class/group |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • Year • UPN • Gender • Attendance |
| Why is it being processed? | To facilitate the exchange of data to allow the set up of school360 for a school. |
| Who is data shared with? | School360 users |

| System used: Y4 Multiplication Check | |
|--------------------------------------|--|
| Owner | Abbeyfields First School |
| Description | What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. |
| Personal Data Items | child <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |
| Who is data shared with? | https://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance |

| System used: Zoom | |
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| Owner | Abbeyfields First 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 <ul style="list-style-type: none"> • Name Parent <ul style="list-style-type: none"> • Name |
| Why is it being processed? | https://zoom.us/trust |
| Who is data shared with? | https://zoom.us/trust |