

Tweedmouth Prior Park First School

GDPR Privacy Notice Summary

Report Date: 20/10/2026

Data Protection Officer: Vicki Evans

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 2Build a profile EYFS email communication & observation system yes Accident book Log of accidents / minor injuries in school

Accident Report Form ACC1 form for reporting accidents to NCC

Attendance file Attendance information about pupils and classes yes

Charanga Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning

Child Protection Records - Paper Records relating to child protection issues for individual pupils yes

Class Dojo Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.

CLPE Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children's books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.

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

Dietary requirements information sheets Required documents for specific chidlren with severe allergies / intolerances and religious observations (food) yes

EVOLVE visits An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

Explorify Explorify is changing the way primary science is being taught in schools Our free resource of engaging, creative science activities has been designed to spark

	curiosity, discussion and debate. From video to hands on activities, it's easy to get Explorifying!	
GL-Assessment	GL assessments provide a range of tests for schools including reading, progress and cognitive tests	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.	
Governance	Details of all members of the Governing Body	
HAF- HolidayActivities	The dedicated platform built to run and report on your local authority HAF programme.	yes
Health & Safety	Records pertaining to Health & Safety	
Huggg	Purchase and send supermarket vouchers to those in need. Manage funds and give recipients choice all in one simple to use platform.	
ICT North	IT services for schools	
iTrack	Pupil tracking and reporting software for EYFS - KS3	
Kapow	Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials.	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Live Kitchen	Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis	
Local Authority moderation of work	number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.	who are in Looked After Care
Looked After Children Records - Electronic	Information relating to children	yes
The Local Authority arranges a		

- Paper		
Mathletics _ online numeracy activities Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National	Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction.	
Medical Files - Electronic	Information in respect of specific medical needs of an individual student	yes
Medical Files - Paper	Information in respect of specific medical needs of an individual student	yes
Medical log	File of medical information for each child: asthma, medication administered, heath care plans, risk assessments	yes
Microsoft Teams	Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device. Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background	
National Centre for Excellence in the Teaching of Mathematics (NCETM) NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding.	The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.	

Nereo (Matrix)	North East Regional Employers' Organisation is one of eleven regional bodies that support local authorities across England, Wales and Northern Ireland. NEREO's function is to support local authorities and partner organisations in the fields of Human Resources, Organisational Development and Employee Relations in all their complex and varied forms. NEREO is a small organisation with a big reputation. Our staff have over a hundred years experience of working in the public sector. Some have voluntary and private sector experience too. The Governance of NEREO is carried out by an Executive Committee made up of Elected Member representatives from each of the local authorities.	
Newcastle United Foundation	Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life changing opportunities for everyone – no matter their goals in life.	
NFER Assessment materials, reading test and pupil progress data		
Northumberland School Readiness Passport	about key events in a child's early life.	Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research.
Nuffield Early Language Intervention (NELI) The School Readiness Passport is primarily a transition document. It will be used to gather information	The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education,	yes
Nursery (Early Years) files	Early years registration information and funding	
		yes

	informaiton for Early Years entitlement, hours taken each week
Oak Acadamy	Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.
Oracle E-Business Suite	Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.

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	
Parent mail	Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
ParentPay	ParentPay is an online payment service for schools and families.	yes
Personnel files	Information relating to staff employment	
Phonics play	Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn	
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.	
PIRA - Rising stars (Wordblaze)	Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.	yes
Places Leisure- School Swimming Management System The SSMS is a digital assessment tool, assessing pupils using Swim England School Swimming and Water Safety Charter. It is matched	against the National Curriculum programmes of study and provides schools with termly reports. Reports evidence statistics to unlock Sports Premium funding for further swimming lessons. The product gives Places Leisure an important opportunity to gather	national data to report on school swimming and influence national networks. Data gathered will strengthen potential to 'close the gap' for the 30% not yet meeting the standard. The system requires a school pupil data upload containing basic details for

pupils swimming each term. Data is automatically uploaded to the Places Leisure School Swim App where school swim	instructors assess pupils against Swim England's School Swimming Awards. Schools receive a termly update on	pupil attainment for all pupils we have the data for. yes

Primary Site School website provider

Read Write Inc Website (www.ruthmiskin.com) A website linked to the scheme Read Write Inc which includes a staff portal.

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

Recruitment information Part of the job application process yes Registers Daily register, after school club registers, lunch register

Rising Stars (word blaze) Bridge the gap from phonics to fluency with powerful

multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources

Safeguarding Records - Electronic Records relating to safeguarding of children yes

Safeguarding Records - Paper Records relating to safeguarding of children yes

School Gateway School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.

School Grid School meal provider

School meals identification Identification of pupils for meals 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

SIMS SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. yes

Social media sites e.g. Twitter, Facebook Social Media tool used to inform parents about events in school and celebrate children's achievement.

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.

Thrive Social and Emotional Screening Programme yes Times Tables Rock Stars Online times tables practice and testing.

Twinkl We're here to 'help those who teach'. It's what brings us to work every day. We're proud to create educational resources that can be used at each step of a child's learning journey. Our teacher-created resources provide entire schemes of work, lesson planning and assessments right through to online educational games, augmented reality and so much more. We have over 525,000 resources and new content gets added every day.You'll find we've normally got what you need before you even know you want it.

Visitor book Log of all visitors into school / fire regulations

White Rose Maths and Science Influenced, inspired and informed by the work of yes 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.

Wonde Manages transfer of data from Sims MIS to School360. yes

Y4 Multiplication Check What is the Multiplication Tables Check. The Multiplication Tables Check (MTC) is a key stage 2 assessment to be taken by pupils at the end of year 4 (in June). From the 2019 / 2020 academic year onwards. The purpose of the MTC is to make sure the times tables knowledge is at the expected level.

Zoom Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. Our easy, reliable cloud platform for video, voice, content sharing, and chat runs across mobile devices, desktops, telephones, and room systems.

System used: 2Build a profile

Owner Tweedmouth Prior Park First School **Description** EYFS email communication & observation system **Personal Data Items** **Pupil**

Name
Age
Class
Assessment Observations

Parent

Name
Email address

Staff

Name
School

Why is it being processed? To provide parental access to childs' developement **Who is data shared with?** Not shared

System used: Accident book

Owner Tweedmouth Prior Park First School **Description** Log of accidents / minor injuries in school **Personal Data Items Pupil**

Name
class
Injury
first aid

Why is it being processed? To record injuries in school

Who is data shared with? Parents

System used: Accident Report Form

Owner Tweedmouth Prior Park First School **Description** ACC1 form for reporting accidents to NCC **Personal Data Items Pupil**

Name
DOB

Gender
Address
Telephone number
Date and time of accident
nature of injury
Place of accident
First aid
Circumstances
Action taken
Witness information

Staff member

Name
Occupation
DOB
Gender
Address
Telephone number
Date and time of injury
nature of injury
place of accident
First aid
Circumstances

Action taken
Witness information

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

System used: Attendance file

Owner Tweedmouth Prior Park First School

Description Attendance information about pupils and classes **Personal Data Items Pupil**

Name
DOB
Class
Gender
UPN
Address
Telephone number
Parental contact
Ethnic origin
Current attendance
Past attendance

Why is it being processed? To regularly check pupil's attendance towards a desired goal

Who is data shared with? EWO and other agencies as required / parents

System used: Charanga

Owner Tweedmouth Prior Park 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 Staff

Name
School
email address
Mobile phone umber
Pupils groups

Pupil

Name
School
Assessment information

Why is it being processed? To provide online access to teaching and learning materials. **Who is**

data shared with? Shared with partner company Soundation AB

System used: Child Protection Records - Paper

Owner Tweedmouth Prior Park First School

Description Records relating to child protection issues for individual pupils **Personal Data Items**

Pupils

Name

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

Parents/Carers

Name
Address
Contact Details

Staff

Name
Position

Social Care Worker

Name
Address
Contact Details

External Support Workers

Name
Organisation
Position
Address
Contact Details

Why is it being processed? Statutory obligations and to support educational entitlement

Who is data shared with? Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school

System used: Class Dojo

Owner Tweedmouth Prior Park First School

Description Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by

staff, pupils and parents?/carers.

Personal Data Items **Staff**

Name
Phone number
email
Password
Device id
Gender
School
School address
Geo Location
Photos, Videos, Docs and audio
IP address

Pupil

Name
Password
Age
School
IP Address

Parent/carer

Name

Phone number
Email address
Password
Device id
Gender
School
Geo location
IP Address

Why is it being processed? To provide access to the online curriculum and classroom management? tools

Who is data shared with? Shared within school

System used: CLPE

Owner Tweedmouth Prior Park First School

Description Welcome to The Centre for Literacy in Primary Education The Centre for Literacy in Primary Education is a UK based children's literacy charity working with primary schools. Our work raises the achievement of children's reading and writing by helping schools to teach literacy creatively and effectively, putting quality children’s books at the heart of all learning. We offer courses at our literacy library in central London and deliver training in various regional locations as well as provide a wide range of free resources for Primary teachers.

Personal Data Items **Teacher**

Name

Why is it being processed? https://clpe.org.uk/content/privacy-cookies

Who is data shared with? https://clpe.org.uk/content/privacy-cookies

System used: Consent for educational visits

Owner Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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: Dietary requirements information sheets

Owner Tweedmouth Prior Park First School

Description Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)

Personal Data Items **Pupil**

Name
DOB
Dietary information

Why is it being processed? Health and safety - to avoid children coming into contact with specific foods

Who is data shared with? n/a

System used: EVOLVE visits

Owner Tweedmouth Prior Park First 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: Explorify

Owner Tweedmouth Prior Park First School

Description Explorify is changing the way primary science is being taught in schools Our free resource of engaging, creative science activities has been
designed to spark curiosity, discussion and debate. From video to hands on activities, it’s easy to get Explorifying!

Personal Data Items teacher

Name

Child

Name

Age

Why is it being processed? https://wellcome.org/sites/default/files/wellcome-privacy statement-16102020.pdf

Who is data shared with? https://wellcome.org/sites/default/files/wellcome-privacy statement-16102020.pdf

System used: GL-Assessment

Owner Tweedmouth Prior Park First 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 drive for education

Owner Tweedmouth Prior Park 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**

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: Governance

Owner Tweedmouth Prior Park First 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: HAF- HolidayActivities

Owner Tweedmouth Prior Park 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/

System used: Health & Safety

Owner Tweedmouth Prior Park First School

Description Records pertaining to Health & Safety

Personal Data Items **Staff**

Name
Contact details
D.o.B
Record of Accident/Incident

Child

Name

Contact details
D.o.B
Record of Accident/Incident

Visitor

Name
Contact details
D.o.B
Record of Accident/Incident

Why is it being processed? To ensure Health and Safety Regulations are followed **Who is data shared with?** NCC, school staff and parents

System used: Huggg

Owner Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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: iTrack

Owner Tweedmouth Prior Park First School

Description Pupil tracking and reporting software for EYFS - KS3 **Personal Data Items**

Staff

Name
School
Email

Pupil

Name

Age
Year
Class
Gender
Performance data

Why is it being processed? To provide access to a range of online tracking and reporting tools. **Who is data shared with?** N/A

System used: Kapow

Owner Tweedmouth Prior Park First School

Description Engaging, knowledge-rich and progressive curriculums and lesson plans for foundation subjects. Includes teacher CPD videos and planning materials.

Personal Data Items Staff Member/User

Name
Title
Username / similar identifier

Why is it being processed? From Kapow's privacy notice: We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances: Where we need to perform the contract we are about to enter into or have entered into with you. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Where we need to comply with a legal or regulatory obligation.

Who is data shared with? From Kapow's privacy notice: 'We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above. Specific third parties including financial auditors, legal advisors, marketing agencies engaged to promote our business and

products Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.'

System used: Lightspeed Internet Filtering

Owner Tweedmouth Prior Park First School

Description The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.

Personal Data Items Staff

Name
Machine name
I/P address
URLs visited

School

Pupil

Name
Name
Machine name
I/P address
URLs visited
School

Why is it being processed? Statutory requirement to filter Internet services for school users **Who is data shared with?** School leadership, LSCB and police if serious incident occurs

System used: Live Kitchen

Owner Tweedmouth Prior Park First School

Description Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis

Personal Data Items Pupil

Name
Age

Parent

Name
email address
Payment detais if using direct debit

Why is it being processed? To provide additional functionality and a better service to pupils and parents at lunchtime.

Who is data shared with? School staff and NCC

System used: Local Authority moderation of work

Owner Tweedmouth Prior Park First School

Description The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.

Personal Data Items School

Name

Staff

Initials

Pupil

Initials
Gender
Unique pupil number (UPN)

Why is it being processed? As part of the statutory? requires for assessment and moderation in schools

Who is data shared with? Other NCC staff

System used: Looked After Children Records - Electronic

Owner Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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: Mathletics _ online numeracy activities

Owner Tweedmouth Prior Park First School

Description Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led

instruction.

Personal Data Items Pupil

Name
School
Year group
Test results

Staff

Name
School

Why is it being processed? To Provide secure individual access to the online learning materials **Who is**

data shared with? School staff

System used: Medical Files - Electronic

Owner Tweedmouth Prior Park First School

Description Information in respect of specific medical needs of an individual student **Personal Data Items**

Pupils

Name
Date of Birth
Address
Health Needs
Social Care Status
Educational Needs
Medical History
Medication Details

Parents/Carers

Name
Address

Contact Details

Staff

Name
Position

External Support Workers

Name
Organisation
Position
Address
Contact Details

Why is it being processed? To ensure access to education

Who is data shared with? Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)

System used: Medical Files - Paper

Owner Tweedmouth Prior Park First School

Description Information in respect of specific medical needs of an individual student **Personal Data Items**

Pupils

Name
Date of Birth
Address
Health Needs
Social Care Status
Educational Needs
Medical History
Medication Details

Parents/Carers

Name
Address
Contact Details

Staff

Name
Position

External Support Workers

Name
Organisation
Position
address
Contact details

Why is it being processed? To ensure access to education

Who is data shared with? Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate

System used: Medical log

Owner Tweedmouth Prior Park First School

Description File of medical information for each child: asthma, medication administered, heath care plans, risk assessments

Personal Data Items **Pupil**

Name

Inhaler / medication information (doseage)
DOB
Class
Medical condition
Signs and symptoms
Treatment
Parental consent
Name of medication and dose
Side effects
Storage requirements
Special equipment
Testing needed
Access to food drink
Dietary requirement
Staff support
Contingency arrangements
Family / emergency contacts
Hazard
Risk
Control measures / risk evaluation

Why is it being processed? Health and safety of child

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

System used: Microsoft Teams

Owner Tweedmouth Prior Park First School

Description Remote learning with Office 365 for students Microsoft Teams for Education Whether you're learning at home for long periods of time or just outside of class, access Office 365 for free, stay connected, and learn in a way that's right for you. Get startedTips for successful online learning Get set up Students at eligible institutions can sign up for Office 365 Education for free. That means access to apps like Word, PowerPoint, and Teams from any web browser. Plus, all the work you create will automatically be saved and backed up in the cloud. Get started with Office 365 for free Already have Office 365? Sign in. Tip: Click Install Office from Office.com to download Office apps to your desktop device.

Work together as a class or group Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place. If your classes are using Teams, you'll be able to connect with your classmates, ask your teacher questions, work on your homework, and track the work you've got coming up. Not part of any teams yet? No problem! You can create your own to work on group projects and keep in touch from your computer or phone. Join virtual meetings set up by your teacher and even blur your background

Personal Data Items **Teacher**

Name

Child

Name

Why is it being processed? https://privacy.microsoft.com/en-us/privacystatement **Who is data shared with?** https://privacy.microsoft.com/en-us/privacystatement

System used: National Centre for Excellence in the Teaching of Mathematics (NCETM)

Owner Tweedmouth Prior Park First School

Description NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme.

Personal Data Items **Staff**

Name
email address
School

Why is it being processed? To provide access to the wide range of resources available online. **Who is data shared with?** Tribal and school staff.

System used: Nereo (Matrix)

Owner Tweedmouth Prior Park 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**

Name
Date of birth

Why is it being processed? https://www.nereo.gov.uk/privacy-notice/

Who is data shared with? https://www.nereo.gov.uk/privacy-notice/

System used: Newcastle United Foundation

Owner Tweedmouth Prior Park First School

Description Newcastle United Foundation is an independent registered charity using the power of football to connect, motivate and inspire people in our region. Through community, education, health and wellbeing, and sports programmes delivered across Newcastle, Northumberland, North Tyneside and Gateshead, we strive to improve physical and mental health, boost learning and career prospects and provide life-changing opportunities for everyone – no matter their goals in life.

Personal Data Items **Child**

Forename
Surname
Gender
Ethnicity
Disability
School
Year Group
Class name

Why is it being processed? to provide data to premier league on progress of children using NUFC Foundation

Who is data shared with? School/Newcastle Foundation

System used: NFER

Owner Tweedmouth Prior Park First School

Description Assessment materials, reading test and pupil progress data **Personal Data Items**

Staff

Name
School
Contact details

Pupil

Name
Date of birth
School

Performance data

Why is it being processed? To assess pupil attainment and help staff track progress and set targets. **Who is data shared with?** Not shared

System used: Northumberland School Readiness Passport

Owner Tweedmouth Prior Park 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**

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: Nuffield Early Language Intervention (NELI)

Owner Tweedmouth Prior Park First School

Description The Nuffield Foundation is an independent charitable trust with a mission to advance educational opportunity and social well-being. We fund research that informs social policy, primarily in Education, Welfare and Justice. We also provide opportunities for young people to develop skills and confidence in science and research.

Why is it being processed? To support schools with Language Intervention **Who is data shared with?** n/a

System used: Nursery (Early Years) files

Owner Tweedmouth Prior Park First School

Description Early years registration information and funding informaiton for Early Years entitlement, hours taken each week

Personal Data Items **Pupil**

Name
DOB
Gender
Address
Documents seen / recorded
Parents Nat. Insurance Number
Eligibility code
Religion
Email address
Telephone number
Parent work details
Emergency contact details

Former placements
Medical information
Ethnic origin
SEN information
EAL
Armed forces
Meal arrangements
Parental consent: medicine, photos, website, school publications, press, local excursions
Start dates
Desired sessions

Why is it being processed? To ensure registration of chidlren into school and that children receive their entitlements

Who is data shared with? School staff, NCC, outside agencies as required

System used: Oak Acadamy

Owner Tweedmouth Prior Park First School

Description Oak National Academy provides free video lessons, slides and worksheets to support teachers and pupils to keep learning. Created by teachers in response to coronavirus, the resources are freely available, to complement schools' own teaching. Lessons cover a broad range of subjects, from reception to year 11. There are no sign-ups or logins required.

Personal Data Items **Teacher**

Name

Pupil

Name
Age

Why is it being processed? https://privacy.thenational.academy/

Who is data shared with? https://privacy.thenational.academy/

System used: Oracle E-Business Suite

Owner Tweedmouth Prior Park First School

Description Oracle Cloud ERP provides one complete solution for Oracle E-Business Suite customers. Sickness recording.

Personal Data Items **User Name, Staff Name, Teacher Name**

Name

Reasons for sickness absence information

Name

Why is it being processed? To record sickness

Who is data shared with? relevant school staff, HR and staff member

System used: Oxford Owls

Owner Tweedmouth Prior Park 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**

Name

Parent

Name

Child

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: Parent mail

Owner Tweedmouth Prior Park First School

Description Parent mail provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events

Personal Data Items School

Name
School email address

Staff

Name
Class
Title
e-mail
Gender
Telephone number
DOB
School address

Pupil

Name
Year
Parent/carer name
Title
Class
Gender
DOB
Address
DOB

Parent/carer

Name
Telephone number
email address
Title
Gender
Address

Why is it being processed? To provide access to a range of communication and payment tools **Who is data shared with?** School staff

System used: ParentPay

Owner Tweedmouth Prior Park First 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: Personnel files

Owner Tweedmouth Prior Park First 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: Phonics play

Owner Tweedmouth Prior Park First School

Description Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn

Personal Data Items **School**

Name

Pupil

Name

Staff

Name

Why is it being processed? To provide access to online learning resources for pupils and staff. **Who is data shared with?** Staff

System used: Photographs and videos of staff and pupils.

Owner Tweedmouth Prior Park 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**

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: PIRA - Rising stars (Wordblaze)

Owner Tweedmouth Prior Park First School

Description Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PiRA) termly tests
produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.

Personal Data Items **School**

Name

Staff

Name
Job title
email address
Telephone number

Pupil

Name
Age
Date of birth
Gender
Ethnic origin
First Language
Unique pupil number
Pupil premium information
Assessment results

Why is it being processed? To provide access to a range of Rising stars resources including PIRA for standardised reading tests.

Who is data shared with? Staff

System used: Places Leisure- School Swimming Management System

Owner Tweedmouth Prior Park 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**

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: Primary Site

Owner Tweedmouth Prior Park First School

Description School website provider

Personal Data Items Staff

Name
Photographs
video

Pupils

Name (unnamed)
photographs
Video

Governors

Name
Photographs
video

Parents

Name
Photographs
video

Why is it being processed? To promote and celebrate the school

Who is data shared with? Public

System used: Read Write Inc Website (www.ruthmiskin.com)

Owner Tweedmouth Prior Park First 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 Planet

Owner Tweedmouth Prior Park First School

Description Bring reading to life in school and at home with an online eBook library. A subscription gives access to every Reading Planet book as an interactive

eBook. ?Use alone or alongside your reading books to improve specific skills, widen reading and inspire reading for pleasureStrengthen home school links by allocating eBooks as homework – the Library can be accessed by parents and pupils anywhere, on any device: desktop computer, laptop, tablet and mobile (quizzes cannot be used on a mobile) Practise and improve comprehension skills and vocabulary acquisition with interactive, self-marking quizzes for each eBook and track progress via the easy-to-use reporting tool Use the integrated features such as read aloud audio (Reception and Key Stage 1 only) and highlighting and comment tools, to engage children even more with each eBook Deliver effective whole class, independent and guided reading sessions with the downloadable teaching activities and notes for each eBook

Personal Data Items **Parent**

Name

Teacher

Name

Child

Name

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

with? https://www.hoddereducation.co.uk/privacynotice

System used: Recruitment information

Owner Tweedmouth Prior Park First School

Description Part of the job application process

Personal Data Items **Name**

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 Tweedmouth Prior Park First 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: Rising Stars (word blaze)

Owner Tweedmouth Prior Park First School

Description Bridge the gap from phonics to fluency with powerful multi-sensory intervention. Deliver intervention with impact and meet Key Stage 2 National Curriculum expectations through exciting global-themed challenges Build fluency through motivating repeated-reading games Enrich vocabulary and improve spelling using phonic-structured WorkbanksSave planning time and support TAs to deliver sessions with ease through structured teacher and pupil resources

Personal Data Items **teacher**

Name
email

child

Name

age

Name

Why is it being processed? https://www.hoddereducation.co.uk/privacynotice **Who is**

data shared with? https://www.hoddereducation.co.uk/privacynotice

System used: Safeguarding Records - Electronic

Owner Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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: School Gateway

Owner Tweedmouth Prior Park First School

Description School Gateway is your school's app available on Android, iOS and the web. It'll work on phones tablets, laptops and even smart watches. Your
school can decide which services they'd like parents to access with it. When you log into the app, each of the services your school provides will appear in a list for you to choose from. Below are some examples of the services your school might provide on School Gateway.

Personal Data Items **parent**

Name
email

child

Name
Date of birth
medical condition

Why is it being processed? https://schoolcomms.com/privacy-policy/

Who is data shared with? https://schoolcomms.com/privacy-policy/

System used: School Grid

Owner Tweedmouth Prior Park First School

Description School meal provider

Personal Data Items Parent

Name
Date of Birth
Gender
Contact Information
Demographic information

Why is it being processed? To provide school meals within schools

Who is data shared with? https://app.schoolgrid.co.uk/termsofuse/Privacy-Policy.pdf

System used: School meals identification

Owner Tweedmouth Prior Park First School

Description Identification of pupils for meals

Personal Data Items Pupil

Name
Photograph
Dietary requirement

Why is it being processed? To ensure the pupils receive appropriate dietary requirements, particularly those with food allergies.

Who is data shared with? Not shared

System used: School360

Owner Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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: SIMS

Owner Tweedmouth Prior Park First School

Description SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools.

Personal Data Items Pupil

Name
Date of birth
Address
Title
Gender
Class
Year
Parent/carer name
UPN

Dietary Requirements
Medical information
Attendance/exclusion
FSM
SEN
Assessment information
Child Protection Plan
School history
Looked After Information

Parent/Carer

Name

Address
Phone number
email address
Gender
Title
DOB
Parental responsibility
Language
Occupation

Staff

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

Why is it being processed? Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements.

Who is data shared with? Parents

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

Owner Tweedmouth Prior Park First 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: STEM

Owner Tweedmouth Prior Park First 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: Thrive

Owner Tweedmouth Prior Park First 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 Tweedmouth Prior Park First 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: Twinkl

Owner Tweedmouth Prior Park 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

Name

child

Name

Why is it being processed? https://www.twinkl.co.uk/legal

Who is data shared with? https://www.twinkl.co.uk/legal

System used: Visitor book

Owner Tweedmouth Prior Park First School

Description Log of all visitors into school / fire regulations

Personal Data Items Visitor

Name
Date and time
Car registration
Purpose of visit
Company

Why is it being processed? Safeguarding, health and safety, fire regulations **Who is**

data shared with? School staff, visitors

System used: White Rose Maths and Science

Owner Tweedmouth Prior Park 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

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 Tweedmouth Prior Park First 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

System used: Y4 Multiplication Check

Owner Tweedmouth Prior Park 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

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

Owner Tweedmouth Prior Park 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**

Name

Parent

Name

Why is it being processed? https://zoom.us/trust

Who is data shared with? https://zoom.us/trust

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