



Whittingham
C of E PRIMARY SCHOOL

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Whittingham C of E Primary School

GDPR Privacy Notice Summary Report

Date: 12.12.18

Data Protection Officer: Enid Scott



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	
Consent for educational visits	Consent information for all educational visits including day trips and residential visits	
Data tracking spreadsheets	Spreadsheets (excel) to track progress of children over the course of their school career.	
Dietary requirements information sheets	Required documents for specific children with severe allergies / intolerances and religious observations (food)	
Eschools Website Provider	On-line school website building tool	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
Futures Cloud	Internet / Network monitoring and reporting tool	
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	
Health & Safety	Records pertaining to Health & Safety	
Lightspeed Internet Filtering	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.	
Local Authority moderation of work	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.	
Medical log	File of medical information for each child: asthma, medication administered, health care plans, risk assessments	yes

Nursery (Early Years) files	Early years registration information and funding information for Early Years entitlement, hours taken each week	yes
Teachers 2 Parents	Teachers 2 Parents provides a number of useful communication tools for the school, including: Text Only Messaging Online Payments Parents' Evening Manager Online Form Collection Meetings & Events	
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.	
Recruitment information	Part of the job application process	
Registers	Daily register, after school club registers, lunch register, 2 year old provision register	
School meals identification	Identification of pupils for meals	
School360	Learning platform for Northumberland schools with links to 3rd party educational resource providers.	
SEND Paper Records	Records relating to individual pupil's SEND history	
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.	
Tapestry	An online journal recording all the learning and fun of children's early years education.	
Thrive	Social and Emotional Screening Programme	
Visitor book	Log of all visitors into school / fire regulations	

System used: Accident book	
Owner	Whittingham C of E Primary 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	Whittingham C of E Primary School
Description	ACC1 form for reporting accidents to NCC
Personal Data Items	<p>Pupil</p> <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◆ <p>Staff member</p> <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◆
Why is it being processed?	Health and safety
Who is data shared with?	NCC / staff / parents

System used: Assessment Records	
Owner	Whittingham C of E Primary School
Description	Electronic and paper mark books
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> ◆ Name ◆ Gender ◆ Disadvantaged cohort ◆ SEND Code ◆ Assessment data Internal ◆ Assessment Data external
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents / staff

System used: Attendance file	
Owner	Whittingham C of E Primary School
Description	Attendance information about pupils and classes
Personal Data Items	<p>Pupil</p> <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 / governors

System used: Consent for educational visits	
Owner	Whittingham C of E Primary School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> ◆ Name ◆ DOB ◆ Health conditions ◆ Medication including consent for staff to administer ◆ 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	Whittingham C of E Primary School
Description	Spreadsheets (SIMS) to track progress of children over the course of their school career.
Personal Data Items	<p>pupil</p> <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 strands of data are shared with different parties including: other staff, Governors and parents

System used: Dietary requirements information sheets	
Owner	Whittingham C of E Primary School
Description	Required documents for specific children with severe allergies / intolerances and religious observations (food) – where needed
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> ◆ 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: Eschools Website Provider	
Owner	Whittingham C of E Primary School
Description	On-line school website building tool
Personal Data Items	<p>School Information</p> <ul style="list-style-type: none"> ◆ Name ◆ Address ◆ Contact information ◆ Class names ◆ Staff names ◆ Governor names ◆ Year group information (planning, homework) ◆ Newsletters <p>Pupil</p> <ul style="list-style-type: none"> ◆ Photographs ◆ ◆
Why is it being processed?	To inform parents and the wider community about the life of the school
Who is data shared with?	The general public eschools is a public facing website

System used: EVOLVE visits	
Owner	Whittingham C of E Primary School
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.'

System used: Futures Cloud	
Owner	Whittingham C of E Primary School
Description	Internet / Network monitoring and reporting tool
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> ◆ Name ◆ I/P address ◆ URL's visited <p>Teacher</p> <ul style="list-style-type: none"> ◆ Name ◆ I / P address ◆ URL's visited
Why is it being processed?	Fulfills statutory requirement for the school to monitor, log and report inappropriate network activity.
Who is data shared with?	NCC Online safety staff, Northumberland Safeguarding Children Board, Police if serious incident, Staff within school.

System used: Google drive for education	
Owner	Whittingham C of E Primary School
Description	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.
Personal Data Items	<p>Staff</p> <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?	N/A

System used: Governance	
Owner	Whittingham C of E Primary 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
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority

System used: Health & Safety	
Owner	Whittingham C of E Primary School
Description	Records pertaining to Health & Safety
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> ◆ Name ◆ Contact details ◆ D.o.B ◆ Record of Accident/Incident <p>Child</p> <ul style="list-style-type: none"> ◆ Name ◆ Contact details ◆ D.o.B ◆ Record of Accident/Incident <p>Visitor</p> <ul style="list-style-type: none"> ◆ 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

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System used: Lightspeed Internet Filtering	
Owner	Whittingham C of E Priamry School
Description	The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> ◆ Name ◆ Machine name ◆ I/P address ◆ URLs visited ◆ School <p>Pupil</p> <ul style="list-style-type: none"> ◆ 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: Local Authority moderation of work	
Owner	Whittingham C of E Primary 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	<p>School</p> <ul style="list-style-type: none"> ◆ Name <p>Staff</p> <ul style="list-style-type: none"> ◆ Initials <p>Pupil</p> <ul style="list-style-type: none"> ◆ 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?	Not shared

System used: Medical log	
Owner	Whittingham C of E Primary School
Description	File of medical information for each child: asthma, medication administered, health care plans, risk assessments – please note we follow NCC Administering Medicines Policy directly.
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> ◆ 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 <p>Control measures / risk evaluation</p>
Why is it being processed?	Health and safety of child
Who is data shared with?	Medical personnel

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System used: Nursery (Early Years) files	
Owner	Whittingham C of E Primary School
Description	Early years registration information and funding information for Early Years entitlement, hours taken each week
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> ◆ 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 children into school and that children receive their entitlements
Who is data shared with?	School staff, NCC, outside agencies as required

System used: Teachers 2 Parents	
Owner	Whittingham C of E Primary 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	<p>School</p> <ul style="list-style-type: none"> ◆ Name ◆ School email address <p>Staff</p> <ul style="list-style-type: none"> ◆ Name ◆ Class ◆ Title ◆ e-mail ◆ Gender ◆ Telephone number ◆ DOB ◆ School address <p>Pupil</p> <ul style="list-style-type: none"> ◆ Name ◆ Year ◆ Parent/carer name ◆ Title ◆ Class ◆ Gender ◆ DOB ◆ Address ◆ DOB <p>Parent/carer</p> <ul style="list-style-type: none"> ◆ 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?	Not shared

System used: Personnel files	
Owner	Whittingham C of E Primary School
Description	Information relating to staff employment
Personal Data Items	<p>Staff</p> <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	Whittingham C of E Primary School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> ◆ Name ◆ Photograph ◆ Video <p>Pupil</p> <ul style="list-style-type: none"> ◆ Photograph (unnamed) ◆ Video (unnamed) <p>Governor</p> <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: Recruitment information	
Owner	Whittingham C of E Primary School
Description	Part of the job application process
Personal Data Items	<p>Name</p> <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	Whittingham C of E Primary School
Description	Daily register, after school club registers, lunch register
Personal Data Items	<p>Child</p> <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: School meals identification	
Owner	Whittingham C of E Primary School
Description	Identification of pupils for meals
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> ◆ 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	Whittingham C of E Primary School
Description	Learning platform for Northumberland schools with links to 3rd party educational resource providers.
Personal Data Items	Pupil <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 Staff <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: SEND Paper Records	
Owner	Whittingham C of E Primary 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 ◆ 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: SIMS

Owner

Whittingham C of E Primary 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

	<ul style="list-style-type: none"> ◆ 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?	Different elements of data are shared with different parties - see individual system, for example for DfE School Census, Health Authority, Local Authority, other schools on transfer etc

System used: Tapestry	
Owner	Whittingham C of E Primary School
Description	An online journal recording all the learning and fun of children's early years education.
Personal Data Items	<p>School</p> <ul style="list-style-type: none"> ◆ Name ◆ Address ◆ Email address and name of person who pays for service in school <p>Pupil</p> <ul style="list-style-type: none"> ◆ Name ◆ Date of birth ◆ Notes on progress ◆ Photographs ◆ Videos ◆ Address <p>Parent</p> <ul style="list-style-type: none"> ◆ Name ◆ email address <p>Staff</p> <ul style="list-style-type: none"> ◆ Name ◆ Email address
Why is it being processed?	To provide access to an online early years journal which records pupil activity and progress throughout the year.
Who is data shared with?	The child's? new school if it uses Tapestry.

System used: Thrive	
Owner	Whittingham C of E Primary 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?	N/A

System used: Visitor book	
Owner	Whittingham C of E First School
Description	Log of all visitors into school / fire regulations
Personal Data Items	<p>Visitor</p> <ul style="list-style-type: none"> ◆ 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?	n/a