



Tritlington C of E First School

GDPR Privacy Notice Summary Report

Date: 28/06/2018

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Introduction

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

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

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

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

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

Systems included in this report

System Name	Description	Special Category
Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Active Learn Pearsons - including Bug Club and Abacus Maths	Bug Club is a whole-school reading programme that combines an online reading world with print books, and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printed books and assessment tools.	
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)	
EVOLVE visits	An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.	
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	
Interactive Resources	Pupil / teacher online learning resources for Numeracy.	
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
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	
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.	
PIRA - Rising stars	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.	
Recruitment information	Part of the job application process	
Registers	Daily register, after school club registers, lunch 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.	
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement.	
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	
Child protection records	Records of Disclosures and records from external agencies involved with a child	yes
DBS file	Records relating to all members of staff: current and past	
Financial records	Monthly accounts, risk management, employees liability insurance, asset management, annual accounts, invoices, grants, school fund, cheque book, dinner register, FSM register	
Governor minutes files	Three files collecting the minutes from both FGB and sub committee meetings	
Head Teachers monitoring	File of observations, lesson observations, scrutiny, external support visits	
Health and safety files	files containing: fire safety, policies, asbestos, accidents for staff, substance control,	
Language Angels	Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice.	
Oxford Owl	Oxford Owl for School is home to online teaching, learning and assessment resources, expert support and subscriptions for Primary Schools.	
Pupil data collection systems	Paper record of details in order to contact parents in an emergency; including addresses, phone numbers, health information and allergies, photographic permissions, ethnicity and religion, gender and date of birth	yes
Pupil reports	copy of annual report	
Pupils work	Books and work produced by the child	
SUMDOG	an online maths game and teaching tool	
Tritlington Friends minutes	Tritlington friends information	
Tritlington School letters	Letters - with news, information, reply slips, circulars	

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

System used: Accident Report Form	
Owner	Tritlington C of E First 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 / parents

System used: Active Learn Pearsons - including Bug Club and Abacus Maths	
Owner	Tritlington C of E First School
Description	Bug Club is a whole-school reading programme that combines an online reading world with print books, and assessment tools. Abacus Maths is a whole school maths programme that combines an online maths world with printed books and assessment tools.
Personal Data Items	Pupil <ul style="list-style-type: none"> • Name • Class Staff <ul style="list-style-type: none"> • Name
Why is it being processed?	To provide online access to curriculum materials for staff and pupils
Who is data shared with?	Not shared

System used: Assessment Records	
Owner	Tritlington C of E First School
Description	Electronic and paper mark books
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Gender • Disadvantaged cohort • SEND Code • Key Stage 2 Assessment data • Internal Assessment Data
Why is it being processed?	To track student achievement and report to parents
Who is data shared with?	Parents

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

System used: Consent for educational visits	
Owner	Tritlington C of E First School
Description	Consent information for all educational visits including day trips and residential visits
Personal Data Items	Pupil <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	Tritlington C of E First School
Description	Spreadhseets (excel) 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 elemetns of data are shared with different parties including: other staff, Governors and parents

System used: Dietary requirements information sheets	
Owner	Tritlington C of E First School
Description	Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)
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: EVOLVE visits	
Owner	Tritlington C of E First 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: Google drive for education	
Owner	Tritlington C of E First 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	Tritlington C of E First School
Description	Details of all members of the Governing Body
Personal Data Items	<p>Name</p> <ul style="list-style-type: none"> • Name • Address • Contact Details • Photos • Attendance at Meetings • Pecuniary Interests
Why is it being processed?	Statutory Requirement
Who is data shared with?	Local Authority

System used: Health & Safety	
Owner	Tritlington C of E First 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

System used: Interactive Resources	
Owner	Tritlington C of E First School
Description	Pupil / teacher online learning resources for Numeracy.
Personal Data Items	<p>Staff</p> <ul style="list-style-type: none"> • Name • Class / Year group • School <p>Pupil</p> <ul style="list-style-type: none"> • Name • Class / Year group • School
Why is it being processed?	Necessary to provide access to learning resources through School360
Who is data shared with?	N/A

System used: Lightspeed Internet Filtering	
Owner	Tritlington C of E First 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	Tritlington C of E 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	<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	Tritlington C of E First School
Description	File of medical information for each child: asthma, medication administered, health care plans, risk assessments
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 • Control measures / risk evaluation
Why is it being processed?	Health and safety of child
Who is data shared with?	Medical personnel

System used: Nursery (Early Years) files	
Owner	Tritlington C of E First 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: Parent mail	
Owner	Tritlington C of E 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	<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	Tritlington C of E First School
Description	Information relating to staff employment
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Address • Telephone number • e-mail address • National Insurance Number • Qualifications • DOB • Contract • Payroll no. • Employment history • References • Leave of absence • DBS checked
Why is it being processed?	Necessary for employment
Who is data shared with?	NCC and/or HR provider and/or Payroll provider

System used: Photographs and videos of staff and pupils.	
Owner	Tritlington C of E First School
Description	Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.
Personal Data Items	Staff <ul style="list-style-type: none"> • Name • Photograph • Video Pupil <ul style="list-style-type: none"> • Photograph (unnamed) • Video (unnamed) Governor <ul style="list-style-type: none"> • Name • Photograph
Why is it being processed?	To celebrate the life and work of the school.
Who is data shared with?	The public

System used: PIRA - Rising stars	
Owner	Tritlington C of E 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	<p>School</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name • Job title • email address • Telephone number <p>Pupil</p> <ul style="list-style-type: none"> • 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?	<p>We use your information lawfully. We do not sell your information to third parties. However we may share your information as set out in the section 'When We Share Your Information'. The details of how we use your information and the legal bases for our use are set out below: We may use such personal data collected to:</p> <ul style="list-style-type: none"> • process your request, for example, to purchase products or access services and to administer your account • communicate with you and provide information about our products and services • send you marketing communications about products, services, activities, promotions or other matters that we feel may be of interest or use to you • contact you about products you have bought or services you have subscribed to • communicate with you and your school to provide Support services to Digital platform offerings • analyse your use of our websites, our apps and response to our communications and improve the services we offer, including personalising our communications with you.

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

System used: Registers	
Owner	Tritlington C of E First School
Description	Daily register, after school club registers, lunch register
Personal Data Items	Child <ul style="list-style-type: none"> • Name • Address • Date of Birth • Lunch Status • Attendance
Why is it being processed?	To monitor children's attendance - legal obligation.
Who is data shared with?	School staff, after school club providers

System used: School meals identification	
Owner	Tritlington C of E First School
Description	Identification of pupils for meals
Personal Data Items	Pupil <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	Tritlington C of E First 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	Tritlington C of E First School
Description	Records relating to individual pupil's SEND history
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • Date Of Birth • Address • Medical Information • Health & Social Care • 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	Tritlington C of E 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	<p>Pupil</p> <ul style="list-style-type: none"> • 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 <p>Parent/Carer</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Gender • Title • DOB • Parental responsibility • Language • Occupation <p>Staff</p> <ul style="list-style-type: none"> • Name • Address • Phone number • email address • Title • Gender • DOB • NI Number • Ethnicity

	<ul style="list-style-type: none"> • 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?	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: Social media sites e.g. Twitter, Facebook	
Owner	Tritlington C of E First School
Description	Social Media tool used to inform parents about events in school and celebrate children's achievement.
Personal Data Items	Pupil <ul style="list-style-type: none"> • Photos (unnamed) • Videos (unnamed) • School name • Classes
Why is it being processed?	Unnamed photos of pupils and their work are used on the site
Who is data shared with?	Information shared with parents

System used: Tapestry	
Owner	Tritlington C of E First 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	Tritlington C of E First School
Description	Social and Emotional Screening Programme
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name • DOB • Class • Year Group • UPN • Assessment information • LAC <p>Staff</p> <ul style="list-style-type: none"> • Name • Class
Why is it being processed?	Social & emotional development tracking
Who is data shared with?	N/A

System used: Visitor book	
Owner	Tritlington 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

System used: Child protection records	
Owner	Tritlington C of E First School
Description	Records of Disclosures and records from external agencies involved with a child
Personal Data Items	Child <ul style="list-style-type: none"> • Name
Why is it being processed?	to track and support entitlement in order to meet statutory obligations
Who is data shared with?	Social Services, SEND Services, Parents as required

System used: DBS file	
Owner	Tritlington C of E First School
Description	Records relating to all members of staff: current and past
Personal Data Items	Staff <ul style="list-style-type: none"> • Name
Why is it being processed?	Legal requirement
Who is data shared with?	Head teacher and Admin; governor sub committee if necessary

System used: Financial records	
Owner	Tritlington C of E First School
Description	Monthly accounts, risk management, employees liability insurance, asset management, annual accounts, invoices, grants, school fund, cheque book, dinner register, FSM register
Personal Data Items	<p>Pupil</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name <p>Governors</p> <ul style="list-style-type: none"> • Name <p>Parents</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	Legal requirement within FSVS
Who is data shared with?	LA, Governors, Diocese

System used: Governor minutes files	
Owner	Tritlington C of E First School
Description	Three files collecting the minutes from both FGB and sub committee meetings
Personal Data Items	<p>Governors</p> <ul style="list-style-type: none"> • Name <p>Staff</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	Statutory requirement
Who is data shared with?	Local authority

System used: Head Teachers monitoring	
Owner	Tritlington C of E First School
Description	File of observations, lesson observations, scrutiny, external support visits
Personal Data Items	Child <ul style="list-style-type: none"> • Name Staff <ul style="list-style-type: none"> • Name
Why is it being processed?	Legal requirement
Who is data shared with?	SLR, Local authority, OFSTED

System used: Health and safety files	
Owner	Tritlington C of E First School
Description	files containing: fire safety, policies, asbestos, accidents for staff, substance control,
Personal Data Items	governors <ul style="list-style-type: none"> • Name Head teacher <ul style="list-style-type: none"> • Name Staff <ul style="list-style-type: none"> • Name
Why is it being processed?	Health and safety requirements
Who is data shared with?	External engineers, contractoris, governros, LA, diocese

System used: Language Angels	
Owner	Tritlington C of E First School
Description	Language Angels award-winning language teaching resources are designed so every primary school teacher - irrespective of their linguistic ability - can teach the foreign language of their choice.
Personal Data Items	class teacher <ul style="list-style-type: none"> • Name child - user <ul style="list-style-type: none"> • Name
Why is it being processed?	To provide online access to mfl resources
Who is data shared with?	Within school

System used: Oxofrd Owl	
Owner	Tritlington C of E First School
Description	Oxford Owl for School is home to online teaching, learning and assessment resources, expert support and subscriptions for Primary Schools.
Personal Data Items	Child - via class user name <ul style="list-style-type: none"> • Name
Why is it being processed?	to provide online access to curriculum materials for staff and pupils
Who is data shared with?	Not shared

System used: Pupil data collection systems	
Owner	Tritlington C of E First School
Description	Paper record of details in order to contact parents in an emergency; including addresses, phone numbers, health information and allergies, photographic permissions, ethnicity and religion, gender and date of birth
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name <p>Parent</p> <ul style="list-style-type: none"> • Name <p>Emergency contact</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	Health and safety
Who is data shared with?	Staff - on a need to know basis

System used: Pupil reports	
Owner	Tritlington C of E First School
Description	copy of annual report
Personal Data Items	<p>Child</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	to support educational entitlement
Who is data shared with?	Parents

System used: Pupils work	
Owner	Tritlington C of E First School
Description	Books and work produced by the child
Personal Data Items	Child <ul style="list-style-type: none"> • Name
Why is it being processed?	to ensure child has educational entitlement met
Who is data shared with?	Parents

System used: SUMDOG	
Owner	Tritlington C of E First School
Description	an online maths game and teaching tool
Personal Data Items	staff <ul style="list-style-type: none"> • Name pupils <ul style="list-style-type: none"> • Name
Why is it being processed?	
Who is data shared with?	Not shared

System used: Tritlington Friends minutes	
Owner	Tritlington C of E First School
Description	Tritlington friends information
Personal Data Items	Pupils <ul style="list-style-type: none"> • Name
Why is it being processed?	Contains information
Who is data shared with?	Parents, carers, FAEBOOK

System used: Tritlington School letters	
Owner	Tritlington C of E First School
Description	Letters - with news, information, reply slips, circulars
Personal Data Items	<p>Pupils</p> <ul style="list-style-type: none"> • Name <p>Parents</p> <ul style="list-style-type: none"> • Name
Why is it being processed?	Information sharing
Who is data shared with?	Parents and carers