

Introduction

Privacy Report for Cambo First School

DPO -Pamela Walker

Under the General Data Protection Regulations (GDPR), every individual has the right to be informed about how school uses any personal data that we hold about them. In this report we provide information on the kinds of personal data we hold as a school along with the rationale for using it/how we might use it.

Schools use a variety of personal data as part of their work. At Cambo we take great care to ensure that this information is kept as safe and secure as possible. 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 the data collected is essential and does not require parental/carer 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 our GDPR Privacy Notice summary report, you will find a list of the systems used which hold personal data. The report also contains additional information e.g. 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,

Pamela Walker. 01670774210

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Systems included in this report

System Name	Description	Special Category
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Accident book	Log of accidents / minor injuries in school	
Accident Report Form	ACC1 form for reporting accidents to NCC	
Assessment Records	Electronic and paper mark books	
Attendance file	Attendance information about pupils and classes	Yes
Behaviour Files	Paper (in class) Information relating to the behaviours of particular pupils	Yes
Active Learn RM/ Rockstars	collection of interactive games and activities, learning tools, and engaging primary school resources There's an exciting resource to help you teach every subject, including English and literacy, phonics, maths,	
Charanga	Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning	
Child Protection Records	Electronic /paper Records relating to child protection issues for individual pupils	Yes
Consent for educational Visits	Consent information for all educational visits including day trips and residential visits	Yes
CPOMS Used during lockdown Under discussion as to whether it will be kept	CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools Working alongside a school's	No longer used in 2023

	existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much more. Using CPOMS, schools can ensure that children are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.	
Data tracking spreadsheets	Spreadsheets (excel) to track progress of children over the course of their school career.	Yes
Dietary requirements information sheets	Required documents for specific children 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	
Futures Cloud	Internet / Network monitoring and reporting tool	
Google Classroom/ Google Meet	A free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.	
Google drive for education	suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, g mail and Google classroom.	
Governance	Details of all members of the Governing Body	
Health & Safety	Records pertaining to Health & Safety	
SIMS	SIMS is a management information system used by maintained schools	Yes

	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	
Lexia	Reading hub to support reading with children. Secure platform to read graded books and complete assessments whole-school reading programme that helps transform children into lifelong readers.	yes
Word Smith	Reading Platform via Active Learn Children are ascribed reading books depending on ability and these are used as a basis for reading at home. Assessments are completed and this allows staff to see progress whilst highlighting areas which need to be targeted.	yes
NOS	National Online Safety Hub- CPD for whole community. Policy formation, newsletters/resources for teaching and learning	yes
NELI Precision teaching records Talkboost	Early Language/speech/memory/ Intervention. Language support programme designed to improve children's vocabulary, listening and narrative skills. Speech Evidence based	Yes
Sophos/ Bit defender Filtering/virus protection	The access icons provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC. Bit Defender replaces light speed as virus protector	
Local Authority moderation of work	The Local Authority/Partnership arranges a number of meetings with groups of schools where pupil	

Morpeth Partnership moderation of work	work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County./Partnership	
Looked After Children Records	Electronic /Paper Information relating to children who are in Looked After Care	Yes
Medical Files/Logs	Electronic/Paper Information in respect of specific medical needs of individual pupils. medical information for each child: asthma, medication administered, health care plans, risk assessments	Yes
Early Years Files	Information relating to Early Years DFE Baseline data	yes
School 360 Platform	Learning platform for Northumberland schools with links to 3rd party educational resource providers	yes
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 where pertinent	
Recruitment information	Part of the job application process	Yes
Registers	Daily register after school club registers, lunch register	
Safeguarding Records Electronic/paper	Records relating to safeguarding of children	Yes
Hodder MARK PLUS	Whole school analysis and reporting helps teachers to gain a deeper insight of pupil and whole school performance. Enables comparisons to be made nationally	

Seesaw	Seesaw - Student driven digital portfolios and simple parent communication	
SEND electronic/Paper records	Records relating to Special Educational Needs and Disability for individual pupils	yes
Social media sites e.g. Twitter, Facebook	Social Media tool used to inform parents about events in school and celebrate children's achievement	
Tapestry education	An online journal recording all the learning and fun of children from the ages of 3-9	
PZAZ	Science planning/ teaching and learning platform to support children's learning in science specifically experimentation	
Lexia	Focused, Comprehensive, and Confident Literacy Learning Through a singular focus on literacy and a full spectrum of solutions to support it, Supports reading, writing, and speaking with confidence. Digital-centric solutions used individually to meet structured literacy learning needs	Yes
Thrive	Social and Emotional Screening Programme	Yes
Visitor book	Log of all visitors into school/Fire Regulations	Yes
Wonde	daily attendance data collection trial via DFE [data impact statement]	Yes
NCC	ICT technical support. To ensure systems are safe, well maintained	