



Ridge Community Primary School

Head Teacher: Sue Fitt, B.Ed (HONS)

Keswick Road, Lancaster, LA1 3LE

Tel. 01524 67880

Ridge Community Primary School Data Processors (inc. software) Audit

Data processor/ Software/ App	Access via PC, laptop, Ipad?	What data is held	Who uses it	Why / Purpose of use	Assurance of GDPR compliance received?
SIMS.net	All admin-networked computers	All census-required pupil and personnel data	Admin staff, teachers, education support staff; Ed-IT IT Engineer; BTLS support service.	Management system for data collection, storage and reporting	
Finance 6	All admin-networked computers	Supplier info & some staff who are reimbursed – bank a/c details, address & email address	Admin staff; Head; LCC SFS officers; Ed-IT IT Engineer; BTLS support service.	Manage school budget & facilitate payments to suppliers	
Office 365 One Drive and Outlook	Internet connected devices	User created content, and documents from the school servers	All staff and governors	Secure storage of documents for off site access.	
School's Portal	Internet connected devices	User's names, email addresses, preferences. School's emergency contacts full contact details. Data for pupils applying to and from our school.	All staff and governors, different access rights	Communication between local authority and school	



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		Pupil's FSM status. SEN details.			
CPOMS	Internet connected devices	Staff names and email addresses. Pupil's names, dates of birth, pupil characteristics, contacts' details, and all recorded personal incidents.	All staff, different levels of access.	Recording pupil and family incidents	
Inventry	Admin-networked devices, and internet connected devices logged in to the evacuation app.	Names, personal characteristics (DOB, car registration), photograph	Admin staff, and designated managers in an evacuation.	Secure signing in and out system	09/05/2018
Ed-IT Solutions	Networked and internet connected devices	Access to school networks and internet platforms	Ed-IT engineers	Provision of IT support.	19/02/2018
LCC	Documentation, servers, web platforms.	Full records of pupils', personnel and governors.	Staff and contractors	Employer	
BTLS	Documentation, servers, web platforms.	Personal characteristics, contract and payroll records of staff. Contact and financial records of debtors and	Staff and contractors	Payroll provider	



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		creditors.			
Oracle	Internet connected devices	Staff name, DOB, address, contact details, payroll and contract details.	All staff have user accounts. SBM and Head have administrator access.	Communication with BTLS payroll provider	
OH Assist	Documentation, servers, web platforms.	Staff name, DOB, address, contact details, contract and medical details.	Staff and contractors	Occupational Health provider	
OH Assist website	Internet connected devices	Staff name, DOB, address, contact details, contract and medical details.	SBM and Head have administrator access.	Communication with OH Assist	
School website	Internet connected devices	Images of pupils and staff who have given consent. Pupils' first names. Staff full names. Governors' full names and post details. Pupil home learning user accounts & log ins.	Public user access. Admin staff and Ed-IT Engineer have admin access.	School communication and promotion.	
School Facebook	Internet connected devices	Images of pupils and staff who have given consent. Pupils' first names. Staff full names.	Public user access. Admin staff, SLT teachers, and Ed-IT Engineer have admin access.	School communication and promotion.	



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Lancashire Tracker	Internet connected devices.	Pupils Name, UPN, DOB, Year, Gender, Ethnicity, FSM status, post code, SEND status, attainment	Teachers, Cat Gillies.	Track pupil progress	
Tapestry	Internet connected devices	Pupils Name, UPN, DOB, Year, Gender, Ethnicity	Reception teachers	Track pupil progress	
Study Ladder	Internet connected devices	Pupil name, age, gender, user account.	All pupils, teachers, Ed-IT IT Engineer	Supporting learning	
Dyslexia Portfolio	Internet connected devices	Pupil name, age, gender, Year, assessment scores, SEND information.	SENCo.	SEN assessment	
Bug Club	Internet connected devices	Pupil name, user login, class, reading level	All pupils, teachers, Ed-IT IT Engineer, parent/ carer.	Develop literacy skills	
Lancashire We Are Reading Website	Internet	Pupil first name and photo, visitor names, staff names and photos.	Public user access.	Promoting literacy.	
Testbase Merit	Internet	User account, pupil names, assessment information.	Teachers	Assessment analysis.	23/02/2018
Espresso	Internet	Pupil name, year, work output.	Teachers and pupils	Supporting learning	
TinkerCad	Internet	Pupil email and password	Pupils and teachers	Developing coding	
Cura	Internet	Pupil email and password	Pupils and teachers	Developing coding	
Twinkl	Internet	Staff email addresses and passwords	Teachers	Resources	



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