

# Data Protection Register - Entry Details

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**Registration Number:** Z878886X

**Date Registered:** 21 October 2004    **Registration Expires:** 20 October 2018

**Data Controller:** Toner Avenue Primary School

**Address:**

Johnston Avenue  
Hebburn  
Tyne and Wear  
NE31 2LJ

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**This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002**

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**This register entry describes, in very general terms, the personal data being processed by:**

Toner Avenue Primary School

**Nature of work - Community School**

**Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

**Reasons/purposes for processing information**

We process personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support and manage our employees

We also use CCTV systems to monitor and collect visual images for security and the prevention of crime.

### **Type/classes of information processed**

We process information relating to the above reasons/purposes. This information may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual life
- offences and alleged offences

### **Who the information is processed about**

We process personal information about:

- our students and pupils
- advisers and other professional experts
- school staff
- members of school boards
- donors and potential donors
- suppliers
- complainants and enquirers
- individuals captured by CCTV images

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government
- healthcare professionals
- social and welfare organisations
- police forces
- courts

- current, past or prospective employers
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- financial organisations
- security organisations
- press and the media

## **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.