End of Year 2023

14

GDPR and Pupil / Student Bulk Data Deletion

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Introduction

To assist schools in being GDPR compliant, it is possible to bulk delete SIMS pupil/student data in line with any data retention policies. The routine allows for both individual and multiple pupils/students, who have an Enrolment Status of Leaver, to be deleted with the functionality of protecting any that may need to be retained, for further information on who should be retained speak to your Data Protection Officer (DPO). The process cannot be used to delete pupils/students currently On Roll.

The Bulk Delete functionality can be run in the background enabling users to continue working in other areas of SIMS. It is recommended however, to minimise any performance issues, larger bulk deletions, e.g. attendance records, are run over night.

Taking a SIMS Backup

It is strongly advised that prior to commencing the Bulk Data Deletion process a manual backup of the SIMS database is taken. If there are any difficulties in undertaking this process please contact the Service Desk. This should not replace your usual backup schedule; it is an additional backup. To do this you must create an SQL backup in SIMS using the following instructions.

1. In SIMS follow the route **Focus / System Manager / System Manager 6**.

2. Close the **Welcome screen**.

3. Go to the **Tools** menu

4. Select **Create Backup**.

5. Type a backup description. E.g. **Pre Bulk Data Deletion**. (The filename will be created for you).

6. Click **Create** when it becomes available.

7. Click **Yes**. A screen will be displayed whilst the backup is created:

Once complete, you may get a message that the backup has been created.

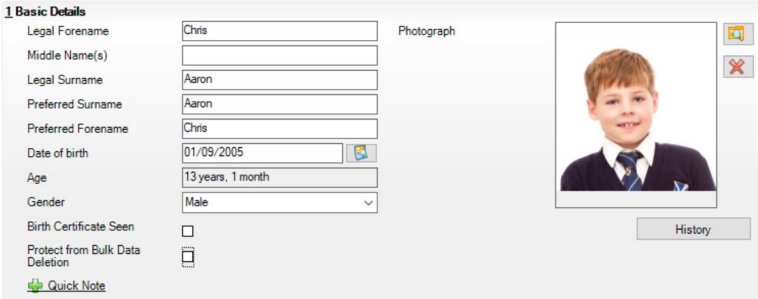
8. Click **OK** to finish.

Protecting from Bulk Deletion

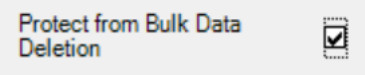
Individual Protection for New Pupils/Students

Individual protection for a new pupil/student can be set when entering their details through **Focus / Pupil** (or **Student) / Pupil** (or **Student) Details**.

1. Click the **Basic Details** hyperlink.



2. Tick the **Protect from Bulk Data Deletion** check box.

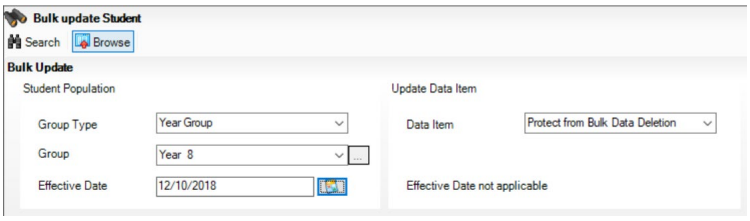


3. Click **Save**.

Individual Protection for Existing Pupils / Students Using Bulk Update

The facility to Bulk Update pupil/student information enables the facility to simultaneously assign values to a group of pupils/students.

1. Select **Routines / Pupil** (or **Student) / Bulk Update**.



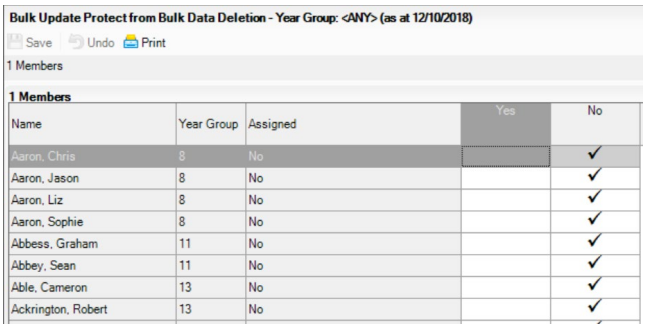
2. Select the **Group Type** from the drop down list.

3. Select the **Group** from the drop down list.

4. Select **Protect from Bulk Data Deletion** in the **Data Item** drop down list.

The **Protect from Bulk Data Deletion** data area is not a dated item, therefore ignore the **Effective Date** area that will display the current working date. **Effective Date not applicable** will be displayed under the **Data Item** area.

5. Click **Search**.



Name	Year Group	Assigned	Yes	No
Aaron, Chris	8	No		✓
Aaron, Jason	8	No		✓
Aaron, Liz	8	No		✓
Aaron, Sophie	8	No		✓
Abbess, Graham	11	No		✓
Abbey, Sean	11	No		✓
Able, Cameron	13	No		✓
Ackrington, Robert	13	No		✓

6. Click the **Yes** cell of a specific pupil/student to change their individual value.

Note: It is possible to select a whole column for a value change by right clicking on the column header and selecting **Check All.**

7. If necessary, undo any changes by clicking **Undo** at the top of the panel.

8. Click **Save** once all the necessary values have been changed.

Using SIMS Reports to Identify Records to Protect

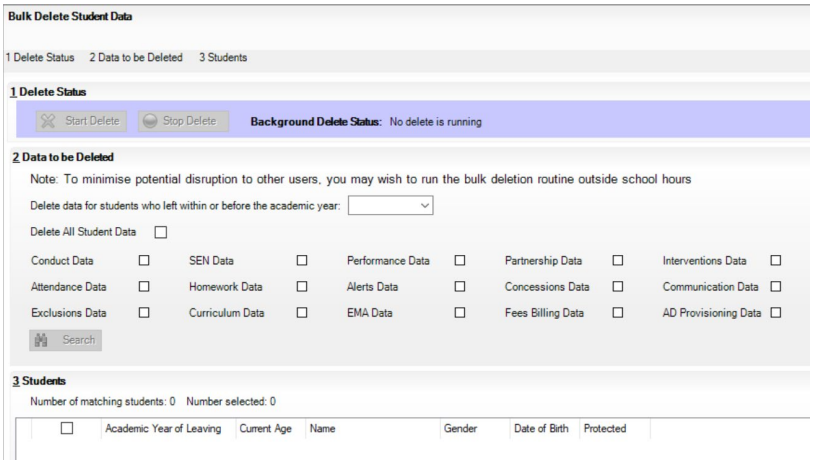
It is possible to create basic SIMS Reports through the Report / Design area, to identify those records that need to be protected. These basic reports should be designed with the All Students selection in the Refine Data Area selector.

The MIDAS Team also have some basic reports designed that are available for schools to import into their SIMS systems. For a copy of these reports, please contact the Service Desk on 01926 414100 or by mailing ictdsservicedesk@warwickshire.gov.uk.

Using Bulk Data Deletion to Delete Pupil/Student Data

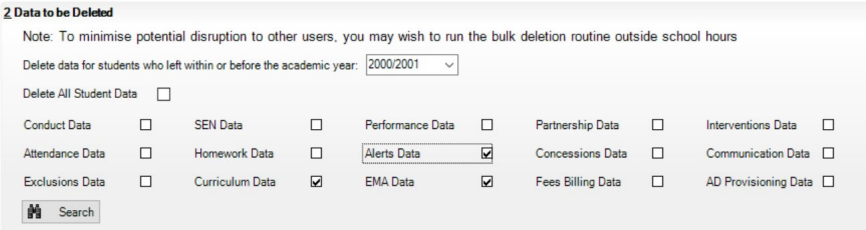
Only academic years from over three years in the past can be selected in the Bulk Data Deletion routine, this is due to the impact on other areas of the SIMS system. If a school does not have over three years of pupil/student data, no academic years will display in the selection area.

1. Select **Routines / Pupil** (or **Student) / Bulk Delete Pupil** (or **Student) Data**.



2. Select the required academic year from the **Delete data for pupils/ students who left within or before the academic year** drop down list.

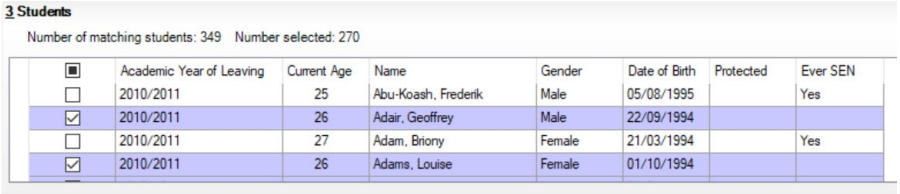
3. Select the check box of the data area(s) you would like to delete, e.g. **Curriculum Data, EMA Data** etc.



4. Click **Search**.

IMPORTANT INFORMATION:

Only pupils/students who <u>are not</u> marked as **Ever In Care, Ever SEN** or those who are **Protected** are selected by default**.**



3 Students

Number of matching students: 349 Number selected: 270

	Academic Year of Leaving	Current Age	Name	Gender	Date of Birth	Protected	Ever SEN
☐	2010/2011	25	Abu-Koash, Frederik	Male	05/08/1995		Yes
☑	2010/2011	26	Adair, Geoffrey	Male	22/09/1994		
☐	2010/2011	27	Adam, Briony	Female	21/03/1994		Yes
☑	2010/2011	26	Adams, Louise	Female	01/10/1994		

The **Ever SEN** column indicates whether the pupil/student has ever been recorded as having a Special Educational Need or has Gifted/Talented record. (The link to gifted/talented will be removed in a future upgrade).

Any pupil/student with **Yes** displayed in the **Protected** column cannot have data deleted.

Any pupil/student with a **Yes** displayed in the **Ever In Care** or **Ever SEN** columns must be intentionally selected to avoid accidental data deletion of In Care or SEN pupils/students.

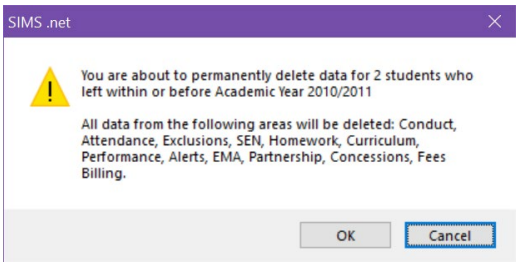
5. Only pupils/students who <u>are not</u> marked as **Ever In Care, Ever SEN** or those who are **Protected** are selected by default**.**

6. Select and deselect the check boxes adjacent to the relevant pupils/students.

   It is possible to bulk select or deselect via the check box in the column header.

7. Click **Start Delete**.

8. A confirmation message will be displayed. Read the message and click **OK**.

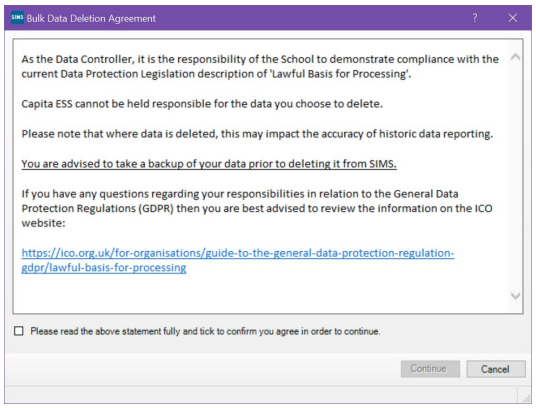


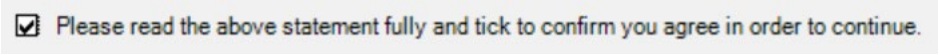
NOTE: If you have selected any **Ever In Care** or **Ever SEN** pupils/students, an additional warning message is displayed. If this box does display, click **OK** to continue with the deletion.

PLEASE REMEMBER THAT THE DELETION PROCESS IS PERMANENT AND DATA CANNOT BE RECOVERED.

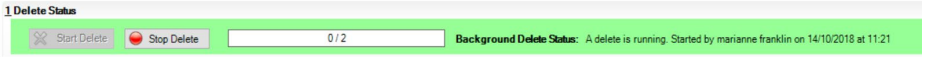
9. Read the **Bulk Data Deletion Agreement**.

10. Select the check box **Please read the above statement fully and tick to confirm you agree in order to continue**.



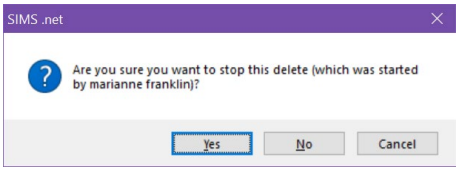


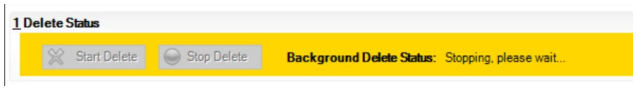
11. Click **Continue**.



12. Click **Stop Delete** at any time during the process if you wish to cancel the deletion process.

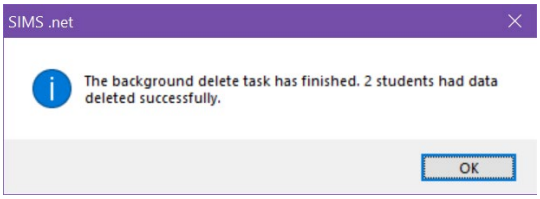
13. Click **Yes** to stop the delete process.





NOTE: Deletion occurs on a pupil/student by pupil/student basis, deleting all data from the relevant areas for an individual before moving onto the next. If you click **Stop Delete** the deletion process will stop when it has completed deleting all selected data areas for the individual in progress.

14. Click **OK** at the process successful message.



NOTE: After the data has been deleted, if the only SIMS role is that of pupil/student, then the whole record will be removed from the system (this will come into effect after the SIMS Spring 2019 Update, prior to this the record will be retained). If, however, there are other roles assigned, e.g. Contact or Staff, then the record will be retained in the appropriate area but with the selected data delete fields removed.