

SIMS Activities Privacy Statement

We take care to protect the privacy of customers and users of SIMS Activities. Set out below is an explanation of how we transfer, store and use data for the going concern of SIMS Activities.

About SIMS Activities

The SIMS Activities service is the provision of a web-based management portal that allows schools to create and manage extra-curricular activities and send out activity invites using contact information held in a school's SIMS system.

Statement regarding what data is processed, and for what reason

The following information lists the maximum available data that can be accessed using the SIMS Activities service. This data is required by SIMS Activities for smooth running of the system.

Students (current only)

- External ID
- Forename
- Chosen Forename
- Surname
- Legal Surname
- Date of Birth
- Gender
- Primary email address
- Pre-admission status
- Current and historical House membership
- Current and historical Year membership
- Current and historical Reg Group membership
- Current and historical Tier membership
- Current and historical User Defined Group membership
- Current and historical Pupil Premium Group membership
- Current and historical Pre-Admission Group membership
- SEN status
- EAL status
- Emergency contacts (names and all phone numbers, main, primary and neither)
- Medical conditions (names of conditions only)
- Ethnicity.

The purpose of holding this level of student information is to allow the creation and management of participation to activities created through SIMS Activities and provide the means to invite them to use the product.

Parents (of current students only, with parental responsibility and no legal order against child)

- External ID
- Title
- Forename
- Surname
- Primary phone number
- Primary e-mail address
- Pre-admission status.

The purpose of holding this level of parent information is to allow the invitation of parents into the product and provide necessary information for the purpose of safeguarding.

Teachers (current staff members only)



- External ID
- Title
- Forename
- Surname
- Date of Birth
- Primary email address.

The purpose of holding this level of staff information is to allow the invitation of staff into the product and provide necessary information for the purpose of assigning them appropriate supervision rights of ongoing activities.

Where the data is stored

The SIMS Activities services are hosted on a secure and highly scalable managed service, with the main system hosting provided by Microsoft Azure®, which is reliable and resilient.

Microsoft Azure is available under the latest version of the G-Cloud Framework (v6) and has accreditation from the UK Government Pan Government Accreditor to store and process OFFICIAL level data, which includes personal information and data that falls under the protection of the Data Protection Act (1998).

Further details of how Capita manages its hosted services in relation to the Data Protection Act can be found by following the link below:

<https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act>

Where the data is processed

All data is securely stored and processed within the EU and complies with UK data protection standards and requirements. SIMS Activities utilises the Microsoft Azure data centres located in West Europe.

Account Authentication

SIMS Activities uses Microsoft, Google, Office 365, Twitter and Facebook accounts for safety and to provide secure authentication when you log in. We do not require any additional information only what is needed for authentication.

Third Party processing of data

In addition to the above, Capita SIMS will collect certain information, which will be anonymised for the purposes of statistical and systems capacity analysis only, and to assist with improving the service. The process will not involve any analysis of underlying customer data without the customer's prior written consent.

The information collected may include:

- device information, including hardware model and operating system version
- details of how a user uses the SIMS Activities service
- IP address
- device event information, such as crashes, system activity, the date and time of your request and referral URL.

Capita SIMS does not collect location-based (geo-location) information from user's devices at any time when using the SIMS Activities service.

The SIMS Activities service relies on an email facility called Send Grid for the sending of emails. Send Grid keeps sent emails for a period of 7 days. Information includes the target email address, the date and time of sending as well as the response status. This data is used by Capita to ensure emails are being sent and for support purposes.

Heap Analytics is used to track usage analytics, for example page clicks across the site. For further information please visit: <https://heapanalytics.com/privacy>

Application Insights by Microsoft Azure is used for error and performance tracking, as well usage analytics.



Capita SIMS takes data protection and the safety and security of data in SIMS Activities very seriously. We take all reasonable measures to ensure the safety and security of data (including personal information) to maintain compliance with the relevant parts of the 1998 Data Protection Act. We will not disclose any personal information we collect about you to a third party without your consent.

Cookies Policy

SIMS Activities uses a small number of cookies to improve website usability and help us measure usage traffic and trends in order to help us improve the service performance. The list below describe the cookies we use as part of the SIMS Activities service and what we use them for:

Cookie Name	Purpose
_hp2_id.xxx	Heap Usage Analytics
_hp2_ses_props.xxx	Heap Usage Analytics
ai_session	Application Insights Usage Analytics and automated error reporting
ai_user	Usage Analytics and automated error reporting
cookieconsent_dismissed	Tracking if you've dismissed the cookie notification
_ga:	Google Analytics - usage Analytics

If you do not know what cookies are, or how to control or delete them we recommend you visit www.aboutcookies.org for detailed guidance.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 04/01/17