Capita SIMS SchoolView Privacy Statement

We take care to protect the privacy of customers and users of the SIMS SchoolView system. This privacy policy explains how we transfer, store and use data used within SchoolView.

About SIMS SchoolView

The Capita SIMS SchoolView solution is a fully managed, online system that provides a combined view of key performance measures across multiple schools within a school group. The system is delivered utilising the Microsoft's Windows Azure Platform, and allows school groups to have a central view of their schools' academic performance so that they can centrally monitor and analyse data in order to focus on delivering improved educational outcomes for learners.

The SIMS SchoolView system is provided by Capita Business Services Limited, 71 Victoria Street, London, SW1H OXA. Company No. 2299747, t/a Capita SIMS Franklin Court, Priory Business Park, Bedfordshire, MK44 3JZ. We are responsible for ensuring that your data is adequately protected in relation to the operation of SIMS SchoolView.

The data and associated information automatically transferred to the SIMS SchoolView system by Capita reflects only the data in your school SIMS system. Any inaccuracies in the SIMS SchoolView system from data automatically transferred by Capita should be corrected within the data in the establishment's SIMS system. Updates and changes to the establishment's SIMS system will be reflected within the SIMS SchoolView system within a maximum of 24 hours.

What information is transferred?

The SIMS SchoolView system securely transfers the following information:

Student/Pupil information:

- Forename
- Surname
- Preferred name
- Academic house, year group and registration group information
- Academic performance information
- Attendance information
- Conduct information
- Pupil demographic factors/identifiers, including: Asylum status, English as an Additional Language, Ethnicity, Free School Meal status, Gender, Gifted and Talented status, Looked After Child status, Medical Conditions, Pupil Premium status, Religion, School Tier, SEN status, Service Children status and Traveller status.

Staff information:

- Forename
- Surname
- Gender
- Primary post/job role title
- Number of absences

Capita SIMS takes data protection and the safety and security of data in the SIMS SchoolView system very seriously, and takes all reasonable measures to ensure the safety and security of data in the SIMS SchoolView system, including personal information to maintain compliance with relevant parts of the 1998 Data Protection Act.

What is my information used for by the SIMS SchoolView system?

The information present in the SIMS SchoolView system is used for the specific purposes of data analysis and comparison.

How is information held by the SIMS SchoolView system?

Data in the SIMS SchoolView system is encrypted for Personal Information using standard HTTPS

TCP/IP protocols, with 256-bit Secure Socket Layer (SSL) point-to-point encryption.

Where is the data stored for the SIMS SchoolView system?
The Capita SIMS SchoolView service is delivered utilising the Microsoft's Azure Platform located in North Europe (Ireland) and West Europe (Netherlands) and data is stored securely within this hosting environment platform.

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 is the data processed for the SIMS SchoolView system?
All data is securely transferred and processed within the EU and complies with UK data protection standards and requirements. The SIMS SchoolView system utilises the Microsoft Azure data centres located in North Europe (Ireland) and West Europe (Netherlands).

Microsoft, Google and Office 365 account authentication
The SIMS SchoolView system uses Microsoft, Google and Office 365 accounts for safety and to provide secure authentication when you log in. We do not require any additional information from your Microsoft, Google or Office 365 account, only what is needed for authentication.

Device information
We may collect device-specific information (such as your hardware model or operating system version).

Log information
When you use the SIMS SchoolView system, we may automatically collect and store certain information in server logs. This may include:
- details of how you used the SIMS SchoolView system
- IP address
- device event information such as crashes, system activity, hardware settings, operating system, browser language, the date and time of your request and referral URL

Analytics information
The SIMS SchoolView system uses third-party analytics tools to help us measure traffic and usage trends for the SIMS SchoolView service. These tools collect information sent by your device or the SIMS SchoolView system that assists us in improving the Service. We collect and use this analytics information with analytics information from other Users so that it cannot reasonably be used to identify any particular individual user.

Cookies Policy
The SIMS Teacher app service uses a small number of cookies to help us measure usage traffic and trends in order to help us improve the service performance.

The SIMS Teacher app operates an "implied consent" policy which means that it is assumed you are happy with this usage. If you are not happy, then you should either not use the service, or you should delete the cookies having used the service.

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.

The list below describe the cookies we use as part of the SIMS Teacher app service and what we use them for:

Cookie Name	Purpose

_ga	Google analytics tracking
_gat	Google analytics throttling
ASP.NET_SessionId	Used to identify a user's session
FedAuth	Used to track the current signed in user account
cookies-consented	Used to confirm that the user has consented to cookies

To opt out of being tracked by Google Analytics across all websites visit
https://tools.google.com/dlpage/gaoptout

Third parties

We will not disclose any personal information we collect about you to a third party without your consent.

Changes to this privacy notice
We keep our privacy notice under regular review. This privacy notice was last updated on 03/01/17.