

Capita SIMS Teacher app Privacy Statement

We take care to protect the privacy of customers and users of the SIMS Teacher app. This privacy policy explains how we transfer, store and use data used with the Teacher app service.

About the SIMS Teacher app

For schools and teachers that need an easy way to complete key management tasks in the classroom, the SIMS Teacher app provides a simple way to view pupils and quickly record attendance, achievement, behaviour and assessment straight from a tablet – seamlessly linked and updated in real-time with the school's SIMS system.

The SIMS Teacher app 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 the SIMS Teacher app.

The data and associated information used within the SIMS Teacher app reflects only the data in your school SIMS system. Any inaccuracies in the SIMS Teacher app should be corrected within the data in the establishment's SIMS system. Updates will be reflected immediately within the SIMS Teacher app where end user devices are connected to the internet.

What information is transferred?

The SIMS Teacher app securely transfers the following information

Students/Pupils

- Forename
- Surname
- Preferred name
- Date of birth
- Family/Home contact details for each pupil/student, specifically:
 - Contact Name
 - Contact Address
 - Contact telephone number
 - Contact email address
- Medical information
- Dietary information
- Achievement data
- Behaviour data
- Timetable
- Pupil/student photograph
- Pupil student's academic house, year group and registration group

Staff

- Forename
- Surname
- Timetable
- Teacher photograph

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

What is my information used for by the SIMS Teacher app?

The information present in the SIMS Teacher app is used for the specific purposes of recording attendance, behaviour and achievement and associating students and staff to timetable information. Emergency contact details are also available as well as any relevant medical and dietary information.

How is information held by the SIMS Teacher app?

Data transferred by the SIMS Teacher app service is encrypted for Personal Information using standard HTTPS TCP/IP protocols, with 256-bit Secure Socket Layer (SSL) point-to-point encryption.

Data stored on the teacher's authorised device is encrypted using the international industry standard AES 256-bit encryption (Advance Encryption Standard). The encryption key is a combination of device specific information and a user PIN number sequence.

Where is the data stored for the Teacher app?

The SIMS Teacher app service is delivered utilising Microsoft's Azure Platform located in North Europe (Ireland) and West Europe (Netherlands). No school data is stored in the Microsoft Azure platform hosting environment – data is only transferred via the Microsoft Azure hosting platform between the school's SIMS system and tablet devices authorised by the school.

Security of the data stored

The SIMS Teacher app service is a securely hosted web service, delivered via the web using standard HTTPS TCP/IP protocols. The SIMS Teacher app service is a secure and highly scalable managed service, delivered utilising Microsoft's Azure Platform located in North Europe (Ireland) and West Europe (Netherlands).

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>

Data stored on the teacher's authorised device is encrypted using the international industry standard AES 256-bit encryption (Advance Encryption Standard). The encryption key is a combination of device specific information and a user PIN number sequence.

Where is the data processed for the Teacher app?

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

Microsoft, Google and Office 365 account authentication

The SIMS Teacher app 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 or Google account, only what is needed for authentication.

Device information

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

Log information

When you use the SIMS Teacher app service, we may automatically collect and store certain information in server logs. This may include:

- details of how you used the SIMS Teacher app service

- 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 Teacher app uses third-party analytics tools to help us measure traffic and usage trends for the SIMS Teacher app service. These tools collect information sent by your device or the SIMS Teacher app service 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>

Geo-Location Information

Certain devices allow applications to access real-time location-based information (for example, GPS). Capita SIMS do not collect such information from your device at any time while you download or use the SIMS Teacher app service as of the date this policy went into effect.

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