

## SIMS Student Privacy Statement

We take care to protect the privacy of customers and users of Capita websites. Set out below is an explanation of how we process information about visitors to the site.

### SIMS Student

SIMS Student is designed to give students access to key information about their school lives. Designed with input from both schools, parents and students, SIMS Student is intuitive and informative, providing students with the information they need to ensure they are getting the most out of school life.

### What information is transferred?

SIMS Student depends on data that is held within the SIMS system. For example, student data is displayed within SIMS Student to contextualise the applications' functionality (e.g. forename, surname, and student / parent relationships).

Selected information is transferred to SIMS Student periodically, via the SIMS Online Services Client over a secure channel. The SIMS Online Services Client (school-side) uses client credentials to uniquely identify the school and authorise at the server.

The following data is required to allow the school to invite Students to use SIMS Student and to display relevant data to parents about their children. Configurable items will only be stored if they have been enabled by the school administrator:

Item	Data Fields	Configurable
Student data	Forename, Surname, Date of Birth, School Photo	No
Contacts (Parental Responsibility)	Title, Forename, Surname, Email Addresses, and Addresses	No
School Details	Address, Head Teacher, Email Address, Web Site, Phone number	No
Homework	Title, Description, Subject, Start Date, Due Date	No
School Diary	Description, Category, Start Time, End Time	Yes

### Where the data is stored?

Data is stored within SIMS Student in various forms, all using Microsoft Azure data constructs. Information interchange between software services within the applications is protected by a dedicated Secure Token Server (STS), so that access to all data is validated against the access rights of the requesting user.

Data sits with the EEA and is subject to EU model clauses, specifically data for these services reside in the EU: Ireland and the Netherlands.

### Security of the data stored

SIMS Student is a securely hosted web service, delivered via the web using standard HTTPS TCP/IP protocols. The SIMS Student application is hosted on a secure and highly scalable managed service, with the main system hosting provided by Microsoft Azure® UK, which is reliable and resilient. Microsoft Windows Azure has G-Cloud Impact Level 2 (IL2) from the Cabinet Office for use across the UK Public Sector. All data is securely stored and processed within the EU and complies with UK data protection standards and requirements.

Technical hosting and management for SIMS Student is undertaken fully by Capita on behalf of the establishment, including the provision of all software, maintenance operations, upgrades and background supporting processes. Application security is 256bit Secure Socket Layer (SSL), point-to-point encryption.

### Where the data is processed

The SIMS Student application is hosted on a secure and highly scalable managed service, with the main system hosting provided by Microsoft Azure® UK, which is reliable and resilient. Microsoft Windows Azure has G-Cloud Impact Level 2 (IL2) from the Cabinet Office for use across the UK Public Sector. All data is securely stored and processed within the EU and complies with UK data protection standards and requirements.

### Any Third Party processing of the data?

SIMS Student sends reminder notifications using the Apple Push Notification service and the Google Cloud Messaging service. These notifications contain summary information about Student events.

## Cookies Policy

The SIMS Student web application does not use cookies.

SIMS Student uses a small number of cookies to provide the features in the web site and to help us improve its performance.

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

The list below describe the cookies we use on this site and what we use them for:

<b>Cookie Name</b>	<b>Purpose</b>
ai_authUser	This helps us to proactively analyse the performance of the site and its infrastructure
ai_session	This helps us to proactively analyse the performance of the site and its infrastructure
ai_user	This helps us to proactively analyse the performance of the site and its infrastructure
angular-consent.global	Used to track if cookies have been accepted

## Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 03/02/2017