



Data Processing Details

Subject-matter of processing:

eduFOCUS Ltd will Process Personal Data as necessary to perform the Services pursuant to the Agreement, as further specified in the documentation, and as further instructed by Customer in its use of the Services.

Duration of the processing:

eduFOCUS Limited will Process Personal Data for the duration of the Agreement, unless otherwise requested by the Customer.

Nature and purpose of the processing:

eduFOCUS Ltd will Process Personal Data as necessary to perform the Services pursuant to the Agreement, as further specified in the documentation, and as further instructed by Customer in its use of the Services. This will include but will not be limited to collection, storage, use, disclosure, organisation, erasure, destruction.

Type of personal data:

Customer may submit Personal Data to the Services, the extent of which is determined and controlled by Customer in its sole discretion, and which may include, but is not limited to the following categories of Personal Data:

Data Type	Why do we process the data?
Student Data	
MIS ID/Admission Number/UPN	Used as a unique identifier. Prevents duplicate records being created.
Surname	Used in reporting and for staff members to create registers.
Forename	Used in reporting and for staff members to create registers.
Email address	Used for communication purposes.
Gender	Used by schools to identify appropriate staff:pupil ratios

Staff Data	
Surname	Used to identify staff members for reporting. Also creates staff accounts.
Forename	Used to identify staff members for reporting. Also creates staff accounts.
Work Email	Used to identify a staff member on activation of their account. Used for communication purposes and to reset forgotten passwords. Can also be used as username.
Work Contact Telephone	Used for communication purposes.
Active Employment	Used to determine if account should still be active in EVOLVE (True/False).
Staff Code	Used as unique identifier.
Gender	Used by schools to identify appropriate staff:pupil ratios.
Date of Birth	Used for identification purposes.
iSAMS Username	iSAMS Only. Used to create Staff EVOLVE username
Group Data	
Group name	Identifies name of a group stored in the school's MIS so that staff members can report on groupings of students.
Group ID	Unique identifier for a group.
Registration Group	Identifies registration groups to help with student identification and to enable cohort reporting/monitoring.
Year group	Identifies year groups to help with student identification and to enable cohort reporting/monitoring.
Class name	Identifies teaching classes to help with student identification and to enable cohort reporting/monitoring.
Optional Data (EVOLVElink)	
Date of Birth	Used for identification and reporting purposes.
Parent/Carer Surname	Used for communication purposes.
Parent/Carer Forename	Used for communication purposes.

Parent/Carer Relationship to Student	Used for communication purposes.
Parent/Carer Telephone Number	Used for communication purposes.
Parent/Carer Email Address	Used for communication purposes.
Pupil Premium indicator	Used to help school measure impact of key demographics.
In LEA Care	Used to help school measure impact of key demographics.
Special Educational Need	Used to help school measure impact of key demographics and if additional support is required for educational visit or club.
Eligible for Free School Meals	Used to help school measure impact of key demographics. Also used to determine eligibility for free school meals on trips and clubs.
FSM Ever 6	Used to help school measure impact of key demographics. Also used to determine eligibility for free school meals on trips and clubs.
Ethnicity	Used to help school measure impact of key demographics.
First Language	Used to help school measure impact of key demographics.
Consent – Trips	Used to help school identify where additional consent forms are required.
Consent – Photo	Used to help school identify where consent for photos to be taken is granted, for use on educational visits and clubs.
Student Home Address	Used to allow school to display this data on a register, for use on educational visits and clubs.
Gifted	Used to help school measure impact of key demographics
English as an additional language	Used to help school measure impact of key demographics

Dietary Needs	Used to display on registers for clubs and visits. Also used in EVOLVEaccidentbook when adding incident forms.
Medical Conditions	Used to display on registers for clubs and visits. Also used in EVOLVEaccidentbook when adding incident forms.
Medical Conditions with Notes	Used to display on registers for clubs and visits. Also used in EVOLVEaccidentbook when adding incident forms.
Passport Number	Used to display on registers for use on educational visits.
Paramedical Support	SIMS Only. Used to help school identify where specified medication can be given.
SIMS User Defined Field	SIMS Only. Allows schools to sync any available exportable SIMS field into EVOLVE for monitoring, reporting, display purposes.
Student UserID / UserCode / SchoolCode / School ID	iSAMS Only. Used as a unique identifier. Prevents duplicate records being created. Can also be used to display on register for identification purposes.
PupilType	iSAMS Only. Used to help school for identification purposes e.g. Boarder, Day School only.
Health Notes	iSAMS Only. Used to display on registers. Also used in EVOLVEaccidentbook when adding incident forms.
Trip Notes	iSAMS Only. Used to display on registers. Also used in EVOLVEaccidentbook when adding incident forms.
Preferred Name	iSAMS Only. Used to display on registers for identification purposes. Also used in EVOLVEaccidentbook when adding incident forms.
Health Custom Field	iSAMS Only. Used to display on registers for identification purposes. Also used in EVOLVEaccidentbook when adding incident forms.

A full and current list of types of personal data can be found on your EVOLVE link set up page.

Categories of data subjects:

Authorised Users and the Customer may submit Personal Data to the Services, the extent of which is determined and controlled by Customer in its sole discretion, and which may include, but is not limited to Personal Data relating to the following categories of data subjects:

- Students
- Staff
- Volunteers
- Parents/Carers