# 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. |
| Sex | 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. |
| Sex | 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. |
| Achievement | Used to display achievements in EVOLVE*hub,* a central resource for student data |
| Attendance | Used to display attendance in EVOLVE*hub,* a central resource for student data |
| Behaviour | Used to display behaviour in EVOLVE*hub,* a central resource for student data |
| Photographs | Used to display photograph in EVOLVE*accidentbook*, and EVOLVE*hub,* a central resource for student data |
| Timetable | Used to display lessons in EVOLVE*hub,* a central resource for student data |

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

## Further Information

To find out more about EVOLVE's data processing, data security and GDPR policies, please go to www.edufocus.co.uk/GDPR.

## Contact Us

Tel:       01394 775250

Email:     info@edufocus.co.uk