



## School Data Managed Limited Privacy Notice

School Data Managed Limited processes personal data. This document outlines what information we process, the purpose for which we process data and on what legal basis. It also covers the rights of individuals. Data is processed under the European General Data Protection Regulation and the Data Protection Act 2018. School Data Managed Ltd is a UK company which is on the public register of data controllers maintained by the Information Commissioner. Our ICO license number is ZA157032.

### Contact Details

Full name of legal entity: School Data Managed Limited

Data Controller: Chris Beeden

Email: [schooldatamanaged@gmail.com](mailto:schooldatamanaged@gmail.com)

### For what purpose do we process data?

School Data Managed Limited has two main reasons for processing data. Firstly, it processes **Client** data. This allows it to perform its legitimate role as a limited company. School Data Managed Limited uses this data to invoice customers and to keep them updated with educational developments. It also uses the data to inform them of the latest training available for them to attend.

Secondly School Data Managed provides **School Data** services for schools. This includes processing data on the schools' pupils, contacts, staff and other data subjects. This includes providing effective guidance and support in the following specialist areas:

- Pupil performance, assessment and analysis
- General Data Protection Regulation (GDPR)
- SIMs
- Timetable construction
- Ofsted preparation
- School census
- Post 16
- Staff Training
- Examinations
- Free School Data Set Up

### On what basis do we collect and handle personal data?

We collect and process personal data under Article 6 and Article 9 of the European General Data Protection Regulation. We are required to inform you that our lawful basis for processing personal information is as follows:



**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

## **What information we may process and why**

### **Client Data**

In order to fulfil its legal obligations and legitimate interest, School Data Managed Limited holds the following information on its clients:

- Name of contact
- Contact details of the contact

### **School Data**

When supporting a school in the processing of data School Data Managed Limited processes data under a contract with the school.

This may include the following categories of pupil data:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity (Special Category Data), language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information – including internal assessment, national curriculum assessments and external exam results
- Medical information (Special Category Data)
- Special Needs Information
- Behaviour and exclusions information
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications
- Contact details

This may include the following categories of staff data:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including ethnic group and medical information
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- contact details



## **Cookies**

Information on how School Data Managed Limited's website uses cookies can be found at the bottom of the website at [www.schooldatamanaged.co.uk](http://www.schooldatamanaged.co.uk)

## **How long we will keep the information**

### **Client Data**

Contact details of school staff collected for support and payment reasons will be kept until the school no longer engages School Data Managed Limited and in line with financial legislation.

### **School Data**

School data managed will not retain any schools' pupil or staff data after leaving the school. If data analysis is to be carried out at School Data Managed office it will be anonymised.

## **Who we will share the information with**

### **Client Data**

Intuit Limited (Quick Books): SDM uses this to process its invoices. It adds contact details to enable invoices to be processed.

Google: this is used as the communication tool with contacts.

We do not transfer your personal information outside of the UK.

### **School Data**

School Data Managed Limited does not share any school data that it has processed.

We do not transfer your personal information outside of the UK.

## **Personal data protection rights**

Under data protection legislation individuals have rights to:

- Obtain, free of charge, a copy of all personal information that we hold;
- Have any inaccuracies or incompleteness in the information rectified;
- Object to us processing any personal information;
- Restrict the ways in which we process any personal information;
- Have us erase any personal information;
- Withdraw consent to process the data in circumstances where consent has been obtained.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.