

## How we use your Data

Schoolbase is a Management information system used by the College.

### **Schoolbase portal (Online)**

The Schoolbase portal can be used by staff, students and parents. The portal is in the form of a secure website. From the portal you can access the following information...

### **Student Information**

Census requirements for Schools dictated by the DFES require the College to provide particular pieces of data. These pieces of data are collected in a number of ways, CTFs, ATFs, Data sheets directly from parents. We store this data in accordance with DFES requirements. We provide this information if requested by LA, DFES etc and would upload it via secure sites where required

### **Data Input**

Data is inputted and updated at various sources. This might be someone updating their own information, or information being bulk imported or being input on someone else's behalf. Regardless of the method, care must be taken to ensure that the information is input correctly, as it can be view by multiple sources.

### **Local Authority**

Requests are made by the LA in connection with some bits of data but most of their requirements are available through the Census. These would be uploaded through 'secure access'

### **Data Storage**

All Schoolbase data is stored on the College premises, and therefore under the College data protection policies.

### **Parent access**

Parents will have an individual log on / password to Parent Portal which allows parents to view data about their children. In order to receive a log on, the parents would first need to bring in proof of identity/address in the form of passport/driving license/utility bill etc. Parent 1 and Parent 2 would have a log on each. The data they are able to view includes personal data about their child as well as data on timetable, exams, reports, attendance, etc.