

DECLARATION OF DATA EXTRACTION FROM SIMS DATABASE

BACKGROUND INFORMATION

This document serves as a declaration to the data controller of the data that is extracted from the SIMS database by the Room Booking System SIMS Client in order to provide an integrated room & resource booking solution. The purpose, usage and storage of the data is defined along with a list of the data items extracted. School Cloud Systems Ltd is a Capita SIMS Accredited Technical Partner.

PURPOSE OF DATA EXTRACTION

School Cloud Systems Ltd provides web based room & resource booking software for schools. Rooms & resources are booked around the school timetable. The integration with SIMS enables data to be extracted automatically as opposed to manually running reports and importing the data into the Room Booking System. SIMS integration is not mandatory for the system to operate, however setting up the system and keeping data up to date is far easier. This also allows additional data to be extracted that is not otherwise possible.

USAGE OF DATA

Any data extracted from the SIMS Database is used solely to provide the school with a room & resource booking system. The extracted data defines when rooms & resources are available to be booked on a particular day in the school. The data will never be sold or shared with third parties.

STORAGE OF DATA

Data is stored in the Room Booking System database for the purpose detailed above. We only store data relevant to room and resource bookings. All data is encrypted in transit when transmitted to the Room Booking System. Server security is a non-stop process - we apply the latest patches to our servers keeping the data safe and secure. Security staff 24/7, video surveillance and badge readers put in place by the data centre maintain a physical security layer to our servers.

EXTRACTED DATA

- Rooms – name, description
- Timetable Models – name, start date, end date
- Periods – day, period name
- Timetable Cycle – date, timetable day
- Term Dates – name, start date, end date
- Holidays – type, description, start date, end date
- Timetabled Class Information – day, room, period, class name, staff name
- Cover – date, period, room
- Room Closures – date, period, room
- Suspension Rules – name, start date, end date, suspended classes

