

ITASS Data Security Guidance

What data do I need to keep secure?

There are two types of data that you have in your SIMS system, and may have in other files (documents, spreadsheets, etc) or databases.

Personal data means items that can identify a person, for example:

- Names
- Date of Birth
- Gender
- Address
- Telephone numbers and email addresses
- Mother's maiden name
- Unique Pupil Number (UPN)
- National Insurance number
- Teacher number
- Payroll number
- Bank account details
- Photograph

Sensitive data means items that you may not want others to know, for example:

- Contact and next of kin details
- Ethnicity
- Disability and medical issues
- Pupil free school meal eligibility
- Pupil Special Educational Needs details
- Pupil In Care/Child Protection Register details
- Pupil assessment data and reports
- Staff contract and pay details
- Staff absence reasons