

ITASS Data Security Guidance

Which data transfer systems are secure?

The following websites and systems are all secure for transferring personal data between the school and other organisations so, if you use one of these, you can be confident that the data will be secure.

If anyone asks you to transfer some personal data using a method or system that is *NOT* listed here, you should investigate the security before you attempt to transfer any data.

Website or system	Who manages it	What personal data is it used for	One login for the school	Individual user logins
COLLECT	DCSF	Submitting pupil School Census and Workforce Census returns to the LA and DCSF	Yes	
Key to Success	DCSF	Submitting and retrieving end of Key Stage assessments and targets	Yes	
LGfL	LGfL	Pupil and staff basic details from SIMS are used to create user accounts		Yes
Pan London Support Site	Atomwide	Pupil admissions records		Yes
QCDA Test papers	QCDA	Submitting pupil details for Key Stage 2 tests	Yes	
RAISE Online	Ofsted & DCSF	Provides interactive analysis of school and pupil performance data	Yes	
S2S	DCSF	Transferring pupil Common Transfer Files (CTFs)	Yes	
USO FX	LGfL	Transferring any required data between schools and authorised LA (or other) users		Yes, with OTP tag

What systems are NOT secure for transferring personal data?

System	Notes
Email	You should not include any personal data, either in the body of an email or in an unprotected attachment. This applies even if you are sending the email to someone in your school or the LA. A separate document is available that describes how to password-protect a Word or Excel file. You should view this as a 'last resort' method, and only do it if there is not an alternative secure method to transfer the data.
Memory (USB) stick	Memory sticks are easy to lose and can spread computer viruses. If there is not an alternative secure method available to transfer the data, at least use one that is protected by fingerprint recognition or a PIN number. See the separate guidance document about memory sticks for more details.