

St Helens Primary School.

Asset number or ID	Description of asset	What does it do	Location	Data Processor	Owner	Volume	Personal data	Access	Shared/Published	Digital Format	Paper Format	Retention	Risks / impact	Key asset
1	SIMS	Records data about pupils and staff at the school	Centrally Hosted	The ICT Service	Office Administrator	210 pupils, 30 staff	Yes; includes sensitive personal data	Access is restricted to named individuals in SIMS. The ICT Service have access for support purposes.	Not published. Information sharing is governed by the school's Information sharing policy. The B2B process exchanges pupil data with the Council's ONE database	Data is stored in a Microsoft SQL database compliant with Capita's supported product set.	Data is stored in school office, with only named staff having access.	As per published record retention schedule	Loss of Confidentiality: - privacy impact; Loss of Availability: - significant impairment of daily operations, e.g. school meal provision Loss of Integrity: - safety issues, e.g. if emergency contacts are incorrect	Yes
2	FMS	School finance system	Centrally Hosted	The ICT Service	Finance Administrator/SBM	30 staff, 1000 orders/invoices	Payroll data	Access is restricted to named individuals in FMS. The ICT Service have access for support purposes.	Not published. Information sharing is governed by the school's Information sharing policy.	Data is stored in a Microsoft SQL database compliant with Capita's supported product set.	Data is stored in school office, with only named staff having access.	7 years	Loss of Confidentiality: - privacy impact; Loss of Availability: - significant impairment of daily operations, e.g. school meal provision Loss of Integrity: - safety issues, e.g. if emergency contacts are incorrect	Yes
3	EPM database	Manages HR records for the school	Hosted by supplier	EPM	Finance Administrator/ SBM	30 staff records	Yes	School management & admin staff, EPM staff	Not published. Information sharing is governed by the school's Information sharing policy.	Data is stored in a proprietary database	Personnel files are also held onsite in locked cupboard.	7 years	Loss of Confidentiality: - privacy impact, embarrassment to the school. Loss of Availability: - payroll impact if more than a few days Loss of Integrity: - safety issues, e.g. if emergency contacts are incorrect	Yes
4	Parental Messaging Parent Pay	Allows schools to communicate with parents.	Centrally Hosted	ParentPay	Office Administrator	200 messages out per week and about 5 replies.	Parents, pupils	Access is restricted to named individuals that have signed up to the programme ParentPay have access for support purposes.	Not published or shared	Data is stored in a Microsoft SQL database compliant with ParentPay supported product set.	Yes		Loss of Confidentiality: - privacy impact; Loss of Availability: - significant impairment of daily operations, e.g. school meal provision Loss of Integrity: - safety issues, e.g. if emergency contacts are incorrect	No, manual alternatives
5	Online purchasing for parents - ParentPay	Allows parents to make payments online.	Hosted by supplier - ParentPay	Capita	Office Administrator	20-30 payments per week. With all pupil and staff details on system. Limited data on parents.	Parents and pupils	Access is restricted to named individuals. ParentPay have access for support purposes.	Not published or shared	Data is stored in a proprietary database	No	7 years	Loss of Confidentiality: - privacy impact; Loss of Availability: - significant impairment of daily operations, e.g. school meal provision Loss of Integrity: - safety issues, e.g. if emergency contacts are incorrect	No, manual alternatives
6	Target Tracker	Pupil assessment & tracking system	Hosted by supplier	Essex County Council	Assessment co-ordinator	30 pupils. Some sensitive data within groupings, i.e. PP, FSM	Pupils	Staff and management	Not published. Information sharing is governed by the school's Information sharing policy.	Data is stored in a proprietary database			Loss of Confidentiality: - privacy impact; Loss of Availability:	No, manual alternatives

7	Purple Mash	Curriculum support		2 Simple		210 pupils	Pupils		Not published or shared	Data is stored in a proprietary database	No			Yes
8	Electronic visitor control system		Hosted by supplier - Inventory	Inventory		All staff, pupils, DBS checked visitors plus other visitors held.	All staff, pupils, DBS checked visitors plus other visitors held.	Admin staff and Inventory for remote support	Not published or shared	Data is stored in a proprietary database	Manual signing system for contractors under 5Cs and also large groups of parents.			No, manual alternatives
9	Online maths support and homework program	Curriculum support	Hosted by supplier - My Maths	My Maths		170 pupils	Pupils	Pupils, teaching staff, parents	Not published or shared	Data is stored in a proprietary database	No			Yes
10	Phonic support	Curriculum support	Hosted by Pearsons	Phonic Bug		60 pupils	Pupils	Pupils, teaching staff, parents	Not published or shared	Data is stored in a proprietary database	No			Yes
11	Database of milk subscribers	Administration of the school milk program	Hosted by supplier - Cool Milk	Cool Milk		Currently 35 users	Pupils	Finance Administrator	Not published or shared	Data is stored in a proprietary database	No			Yes
12	Orovia	manages the budgets for school	hosted by supplier	Orovia	SBM/finance/EHT	30 staff details	y	Access restricted to those with log in access	Not published. Information sharing is governed by the school's Information sharing policy.	Data is stored in a proprietary database	paper copies of budget kept as per retention procedures	7 years	Loss of availability privacy impact embarrassment to the school	
13	OH and medical questionnaires	manages the OH and new medical questionnaires for staff	hosted by supplier	Heales	SBM/Finance administrator	30 staff details	y	Access restricted to those with log in access	Not published. Information sharing is governed by the school's Information sharing policy.	Data is stored in a proprietary database	Paper copy of reports stored in personnel files	resignation plus 6 years	Loss of availability privacy impact embarrassment to the school	
14	Curriculum software learning by questioning	Curriculum support	hosted by supplier	Learning Clip Ltd	teaching staff	210 pupil and 10 teachers	n	Access restricted to those with log in access	Not published. Information sharing is governed by the school's Information sharing policy.	Data is stored in a proprietary database	no	N/A	Loss of availability minimal information lost	