Data Protection Statement for use of FFT Live, FFT Databases and FFT Data

Classification: Not Protectively Marked
Version: 1.0
Date: 25 August 2010

Please read the following FFT Data protection statement and then sign and return a copy to FFT.
(Details are provided on the final page of this document).

The statement should be signed by the main LA FFT contact. It is recognised, however, that responsibility for FFT data protection and data security on both a day-to-day and strategic level may rest with a number of employees (e.g. the main FFT contact, FFT Live Administrator, FFT database Administrator, Data Protection officer etc.) It is important, therefore, that the main LA FFT contact makes all relevant employees aware of this document and their relevant responsibilities.

Use of FFT Live, FFT Database and FFT data is subject to the following terms and conditions:

Main FFT Contacts

1. Local Authorities (LAs) and schools should decide who is the most appropriate person to manage (and be responsible for) FFT data protection and data security issues on both a day to day and strategic basis.

2. Where an LA provides other LA users with access to FFT data (through FFT Live, FFT databases or any other electronic/paper based media), the main LA FFT contact is responsible for ensuring that all users are made aware of the data protection conditions set out in this document.

3. Where an LA provides schools with access to FFT data (through FFT Live, an FFT database or any other electronic/paper based media), the main LA FFT contact is responsible for ensuring that all schools are made aware of the data protection conditions set out in this document.

4. Where a school provides other school users with access to FFT data (through FFT Live, an FFT database or any other electronic/paper based media), the main school FFT contact or Headteacher (as appropriate) is responsible for ensuring that all school users are made aware of the main data protection conditions set out in this document.

General (All FFT Users)

1. FFT data should only be used for educational purposes and in the interest of pupils and not for any other purpose; personal data are to be shared only with those who need the information to discharge a statutory education function.

2. When accessing any data about individual pupils, you must recognise the privacy of that data and at all times comply with the Data Protection Act 1998. You must ensure in particular that your use of the data to which you have access is consistent with the purpose for which the data was set up and that you do not use the data for purposes other than for educational purposes and in the interest of the pupil. You must ensure that the data are held, processed and used securely at all times and that they are not subject to any unauthorised use or disclosure. Consideration must always be given to the security of all types of data, particularly personal and sensitive data. Please refer to the Information Commissioner’s Office website (http://www.ico.gov.uk/) for further details on the processing and maintenance of data.

3. Any data or reports printed or exported from FFT Live, FFT databases or any other FFT data should be used, held and disposed of in an appropriate manner according to the type of data being used. This is particularly relevant for all pupil level data and any other sensitive or confidential data. Please refer to the Information Commissioner’s Office website (http://www.ico.gov.uk/) for further details on all relevant data protection issues.
4. Data must not be retained in the LA’s own systems, or on electronic or paper-based records, for pupils who are not on the roll of schools within your LA, other than data relevant to a period when the pupil was on roll at a school within your LA and data on Looked After Children for whom your authority is responsible.

5. For an individual school, FFT data must not be retained in any electronic or paper-based format for pupils who are not on roll in that school, other than data relevant to a period when the pupil was on roll in that school.

**FFT Live User Responsibilities**

All FFT Live Users (and other FFT users as appropriate) must adhere to the following conditions:

1. Only nominated users may access FFT Live, the FFT database or any other FFT data. FFT users should only use an FFT Live account or FFT data provided to them by an LA FFT Administrator.

2. It is the responsibility of users to keep their FFT Live Account details (username and password) and any FFT data secure. They should never share their account details with any other person.

3. If a user loses their FFT Live account details or believes that another person has access to their FFT Live account details then they should immediately inform their LA FFT Live Administrator (for LA users) or School FFT Live Administrator (for School users) or FFT directly (for all other users). If a school does not know who their School FFT Live Administrator is then they should inform the Headteacher.

**Additional FFT Administrator Responsibilities**

FFT Main Contacts are responsible for the following conditions of use (or should make the relevant FFT administrator aware of their responsibilities):

1. Only nominated users may access FFT Live, the FFT database or any other FFT data.

2. LA and school FFT Administrators are responsible for nominating and setting up accounts for appropriate individual users. Only users who meet the requirements set out in the General (All FFT users) section above should be given access to FFT Live, an FFT database, or any other FFT data.

3. FFT Administrators should not share their own personal FFT Live username or password with anybody.

4. LA FFT Administrators are responsible for ensuring that LA users have access to the appropriate level of data at all times. Pupil level access should only be given to those users who are both entitled to view this data AND require access to discharge a statutory education function.

5. All LA FFT Live accounts should be checked regularly to ensure they are up-to-date. LA FFT Administrators are responsible for removing LA users that no longer require access to FFT Live, the FFT database or any other FFT data as appropriate.

6. School FFT Live Administrators are responsible for ensuring that School users have access to the appropriate level of data at all times. Pupil level access should only be given to those users who are both entitled to view this data AND require access to discharge a statutory education function.

7. All school FFT Live accounts should be checked regularly to ensure they are up-to-date. School FFT Live Administrators are responsible for removing school users that no longer require access to FFT Live, the FFT database or any other FFT data as appropriate.
8. All FFT Live Administrators should regularly check FFT Live account login statistics to reduce the chance of security breaches. If they believe an account has been accessed fraudulently then they should immediately deactivate or delete the account and contact FFT (LAs and Academies) or the LA FFT Live contact (schools). Details of how to deactivate and delete accounts are included in the Help section of FFT Live in the 'View/Modify Accounts' module.

9. When providing users with pupil level data or FFT account information (usernames and passwords) this must ALWAYS be done SECURELY. Secure methods include face to face contact. SECURE email systems; SECURE transfer systems (e.g. AVCO or similar).

10. When providing FFT Live account details or FFT data to a user, they should be alerted to their specific responsibilities as outlined in both the General (All FFT users) and FFT Live User Responsibilities sections as well as good data security practices and principles.

FFT Support and Transferring of Personal Data

1. Confidential information that could identify any pupil (i.e. UPN, surname, forename, date of birth) should NEVER be sent via email unless using a secure email system. When using secure email, you should also send any personal data in a 256-bit AES encryption password protected file. Programs such as Winzip have the facility to use 256-bit AES encryption.

2. FFT Live account details (usernames or passwords) should NEVER be sent via email unless using a secure email system. When using secure email, you should also send any account data in a 256-bit AES encryption password protected file.

3. Like most organisations using external email systems, general emails sent directly to Fischer Family Trust are NOT necessarily secure. If a user needs to provide pupil level data or account details to FEP Ltd, this should always be done securely using the FFT Secure Server. All files should also be password protected using 256-bit AES encryption. Programs such as Winzip have the facility to use 256-bit AES encryption.

4. If a user is unsure about security they SHOULD NOT send confidential information or account details.

Other Information:

1. The names, images and logos identifying the Fischer Family Trust or Fischer Education Project Ltd, are proprietary marks. Copying or using our logos and/or any other third party logos is not permitted without prior approval from the relevant copyright owner in accordance with the Copyright, Designs and Patents Act 1988.

2. Requests for permission to use our logo should be directed to support@fischertrust.org. Please tell us how and why you wish to use our logo(s) and include your contact details - name, address, telephone number, fax number in the email request.

3. Use of the FFT Live website (www.fftlive.org) or general FFT website (www.fischertrust.org) or FFT secure server (www.secure.fischertrust.org) or any dispute arising out of such use of the website is subject to the laws of England and Wales.

4. We reserve the right to restrict access to FFT data, databases, areas of our website, or indeed our whole website, at our discretion. If we provide you with a user ID and password you must ensure that that user ID and password is kept confidential. You accept responsibility for all activities that occur under your user.

5. You may not create a link to any Fischer Family Trust website from another website or document without Fischer Family Trust’s prior written consent.

6. Fischer Family Trust does not guarantee the quality, completeness, accuracy or timeliness of the data supplied. The dataset is a data capture of records that are held in the Fischer Education Project Ltd database at the date of release.
Our Contact Details:

1. FFT take security very seriously. If you have a problem or concern regarding any data or system security issues please contact support@fischertrust.org.

Privacy Statement:

1. Any personal user information collected by Fischer Education Project Ltd will be held in accordance with the Data Protection Act 1998 and will not be passed to any other organisations outside Fischer Education Projected Ltd.

I can confirm that I have read and understood the FFT data protection statement and agree to the conditions set out in the statement:

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<th>Main FFT Contact Name:</th>
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<td>Position:</td>
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<td>Email Address:</td>
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<td>Telephone Number:</td>
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Please keep one copy for your records and send the original copy to:

Samantha Rhodes, Data Analysis Project, Fischer Education Project Ltd, PO Box 22, Cowbridge, CF71 7WZ