

Contents

Halton SIMS Centralisation	2
Hosting Approach – Explained	2
SIMS & FMS Databases.....	2
Where is the Central Server Farm?	2
Is the Council’s SIMS Server GDPR Complaint?	2
Who can see my data?	2
Will my data be backed up?.....	2
What will happen to my current Admin Machines?	3
SIMS Root Shares	3
Drive S: Mapping	3
Local SIMS Application Files.....	4
Redstor Online Backup.....	4
SIMS Product Developments to help Schools with GDPR	5
Person Data Outs for Students, Contacts and Members of Staff (SAR).....	5
Data Retention (Summer Release of SIMS)	7
Deletion of Data (Autumn Release of SIMS)	7

Halton SIMS Centralisation

The SIMS centralisation project in Halton provides a resilient infrastructure for hosting SIMS and its modules including being able to access the software from any computer, Laptop etc with an internet connection creating anytime access for school staff and its teachers. Benefits include:

- Centralised SIMS database
- Improved support and maintenance
- Easier to upgrade and patch
- Data is held securely and is backed up
- Quicker resolution times as no need to visit site when support is required
- Improve training as workshops can use schools live data
- Anytime anywhere access, giving teachers and staff home access to SIMS
- Cost effective use of staff time which would lead to improvement to the service we provide to schools
- Backups and restores are consistent across all centralised schools data
- Schools have a resilient service, they could go to any PC with internet connection and access their data.

Hosting Approach – Explained

SIMS & FMS Databases

For each school, a separate SIMS (and FMS if in use at School) database is stored at the Central Server Farm (CSF) on a common SQL Server instance.

Where is the Central Server Farm?

The Central server farm sits in Municipal Building's ICT Data centre.

Municipal Building
1st Floor – ICT Services
Kingsway
Widnes
WA8 7QF

Is the Council's SIMS Server GDPR Compliant?

The Council's network is Public Service Network (PSN) compliant and we hold a current valid 'Code of Connection' status. We are subject to two external and two internal system penetration tests performed by an external security firm (Sec-Tec Ltd) that assists us in maintaining this compliant status.

In addition to this we are annually audited by Grant Thornton which covers large areas of 'underlying' process – for example backups and so on that are equally valid for schools servers.

The council's data services that hold school's SIMS data **are GDPR compliant.**

Who can see my data?

No one will be able to see your data, except your own school, and the SIMS Team.

Who are the Halton SIMS Team

Name	Email Address	Telephone Number	DBS Checked
Neil Grice	Neil.grice@halton.gov.uk	0151 511 7272	YES
Clare Rowlands	Clare.rowlands@halton.gov.uk	0151 511 7272	YES
Karen Allen	Karen.Allen2@halton.gov.uk	0151 511 7272	YES
Helen Loftus	Helen.Loftus@halton.gov.uk	0151 511 7272	YES

Will my data be backed up?

Yes, all SIMS databases are be backed up via Redstor Online Backup on a daily basis.

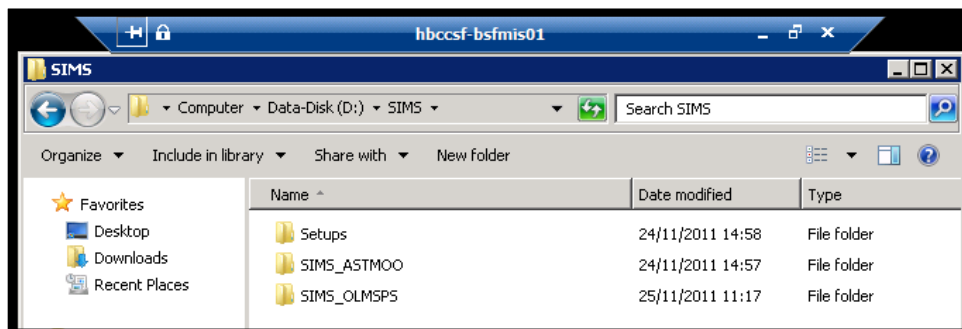
What will happen to my current Admin Machines?

The SIMS database is no longer stored on these devices, therefore your admin machines will ONLY be required for any school admin duties and Council Corporate objectives (e.g. Access to corporate e-mail, and any Intranet services)

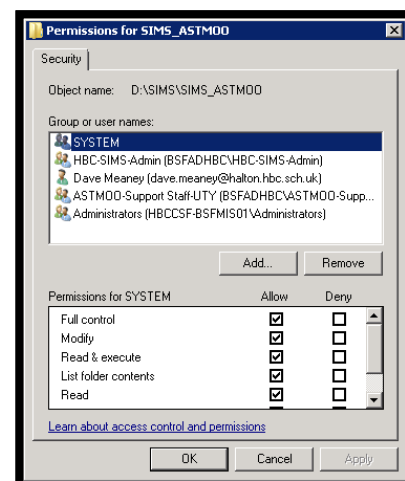
SIMS Root Shares

The SIMS Root folder holds all the schools shared files securely (e.g. CTF, Exams, Attendance, and Statutory Returns etc.)

For each school, a separate secure SIMS root share is stored at the Central Server Farm (CSF), on a common file-server.



- The naming convention for this share is SIMS_{Six digit site code}\$, e.g. SIMS_ASTMOO\$. The dollar sign denotes that the share is hidden and therefore cannot be seen by any other school.
- Each schools SIMS root share has permissions applied to it which enable only a designated group of users from that school (along with SIMS Team Staff) who have been authenticated via a Unity username and password. This is achieved by removing “Everyone” and “All users” from the permissions and adding Full Control permissions for Administrator and appropriate Read/Write/Modify permissions for members of staff at the school.



Drive S: Mapping

Each school workstation that can access SIMS will be automatically mapped to an S drive, when relevant users logon to the computers at their school.

The S Drives will be mapped via the use of a connector application which runs at logon and prompts the user for their Username and Password along with the schools six digit site code. Below is a screen shot of the software interface as it will appear to school users.



Local SIMS Application Files

The local SIMS application files are installed on client computers as before, typically

- C:\Program Files\SIMS

Redstor Online Backup

Backup is very important, and has been taken very seriously within our infrastructure. Redstor and the Halton SIMS Team have come up with an agreement to Backup up your SIMS database on the central server in the Data Centre and use any remaining space to continue to backup the MSDOCS folders on the admin machines at your school site.

Benefits of Online based Backup – School Perspective

- Schools do not have to purchase any other backup media i.e. backup tapes etc
- Schools will no longer need to Check backups
- Schools will no longer need to ensure offline copies are created of the SIMS and FMS databases

Other Benefits

- Reduced Complexity and Burden on School Staff
- Reduced Costs to Schools
- Reduced Helpdesk Calls to SIMS team, enabling them to focus on other areas
- Will backup SIMS and FMS in their Online States (No Offline Copies Required)
- Data is stored offsite in UK storage centres, and fully encrypted
- Instant Data Recovery
- Good practice in information handling in schools: Keeping data secure, safe and legal.

The SIMS team monitors all School backups, and in the event of any backup failures, the SIMS team will take any necessary action with the school. A School can have all data resorted to any new machine.

SIMS Product Developments to help Schools with GDPR

Person Data Outs for Students, Contacts and Members of Staff (SAR)

With the appropriate permissions, it is now possible to generate the Person Data Output for contacts and members of staff as well as students. This provides an output of the specified data held within SIMS 7 of a specified contact or member of staff and can be used in conjunction with other reports and outputs to assist in the completion of SARs (Subject Access Requests).

Menu Route: Routines | Data Out | Person Data Output

(Please note you will not see this routine until a nominated individual has been assigned Data Protector Officer in SIMS System Manager)

Full name	Gender	Date of Birth	Role	Address
Grey, Billy	Male	09/09/2002	Student	14, Milton Road, Oxford, OX4 3EF, United Kingdom
Grey, Mrs Catherine	Female		Contact	14, Milton Road, Oxford, OX4 3EF, United Kingdom
Grey, Mr Joe	Male		Contact	23, Abbey Brook, Didcot, OX11 7FY, United Kingdom
Griffin, Mr Edward			Contact	45, St Johns Street, Bedford, MK42 0AB, United Kingdom
Griffin, Matthew	Male	17/02/2003	Student	45, St Johns Street, Bedford, MK42 0AB, United Kingdom
Griffin, Mrs Sadie			Contact	45, St Johns Street, Bedford, MK42 0AB, United Kingdom
Griffiths, Mrs Anne	Female		Contact	1, Cutter Ferry Lane, Cambridge, CB4 1JR, United Kingdom
Griffiths, Eve	Female	25/02/2009	Student	1, Cutter Ferry Lane, Cambridge, CB4 1JR, United Kingdom
Griffiths, Mr Graham	Male		Contact	1, Cutter Ferry Lane, Cambridge, CB4 1JR, United Kingdom
Grosvenor, Mr A			Contact	37, Wigmore Avenue, Swindon, SN3 1ES, United Kingdom
Grosvenor, Mrs Gillian	Female	28/08/1957	Staff	37, Wigmore Avenue, Swindon, SN3 1ES, United Kingdom
Groves, Mrs Doris	Female		Contact	7, Conway Drive, Flitwick, Bedford, MK45 1DE, United Kingdom

The following changes have been made to the Person Data Output dialog:

- It is now possible to export the file for members of staff in XML format using the Generate xml Output button. To avoid confusion, the existing Generate button has been renamed Generate Word Output.
- The save location of the output is remembered the next time an output is generated.
- The role of the person is now included in the output file name.
- People with multiple roles are displayed as separate rows in the Matched People panel, with one row per role.
- The Date of Birth column has been added to the Matched People panel.

Reports now include:

- a pupil/student's Enrolment Status history in the Registration Details section of a pupil/student report.
- Communicator information in Communication Details sections.

Gillian Grosvenor - Staff

Report Date: 21/03/2018 15:08

Basic Details

Title	Mrs
Legal Forename	Gillian
Legal Surname	Grosvenor
Preferred Forename	Gillian
Preferred Surname	Grosvenor
Gender	Female
Photograph on Record	Yes

Personal Details

Date of Birth	NI Number	Ethnicity	Qualification/Letters
28/08/1957	NA-12-34-56-B	White, British	BA

Addresses

Address Type	Address	Country	Start Date
Home	37 Wigmore Avenue, Swindon, SN3 1ES	United Kingdom	01/09/1989

Languages

Language	First Language	Fluency
English	Yes	Mother Tongue
French	No	Fluent (qualified)

Dietary Needs

No dairy produce

Absences

Start Date	End Date	Start Time	End Time	Working Days Lost	Number of Hours Lost	Type/Reason	Annual Leave	Illness Category	Industrial Injury
17/11/2014	21/11/2014	00:00	23:59	5.0000	0.0000	Sickness	No	Gastrointestinal Condition	No
02/07/2012	02/07/2012	00:00	23:59	1.0000	0.0000	Training Course	No		No
04/01/2012	04/01/2012	00:00	23:59	1.0000	0.0000	Training Course	No		No

The following changes have been made to the Person Data Output Log page:

- The role column has been added.
- The audit log can now be exported to Microsoft® Excel by clicking the Export Button

Created On	Export	Role	Created By	Output File	Note
21 Mar 2018 15:08	Gillian Grosvenor	Staff	Gillian Grosvenor	C:\Users\gricen\Desktop\GDPR\PDO Extracts\PDO_Gillian_Grosven...	Subject Access Request - Gillian Grosvenor - Staff Member

