EYFS Tracker: GDPR Key Facts

With the launch of GDPR in 2018, the DfE issued guidance to schools and settings on GDPR (available here) which recommends that schools/settings ask their system suppliers key questions about their systems. The answers to these questions for the EYFS Tracker are below.

Scope

What sort of personal and special category data are contained within the EYFS Tracker?

The EYFS Tracker holds the following personal and special category data.

Child Data

- Details of which children are on-roll
- Date of entry
- Date of birth
- Gender
- Home postcode
- Free school meals
- Pupil assessments
- Information on allocation of children to groups or support types
- Their class
- Free text notes
- Photos

Special Category Child Data

- Ethnicity
- Language
- SEND information

EYFS Tracker User Details

- Contact details
- EYFS Tracker role & details of system usage

Sharing

Does any personal data held flow anywhere else?

EYFS Tracker User Details

- Where the school/setting has subscribed to the EYFS Tracker via their Local Authority (LA), the user information may be shared with the school's/setting's LA for administrative purposes
- From time to time we may share the user name and contact information that is on the EYFS Tracker, with third parties who are providing services to us. This could include email

services, to ensure we can effectively communicate with users and schools/settings and our customer management system which is used for user support and to manage EYFS Tracker subscriptions and services. We would never share your details with other third parties beyond this

Retention

What is the policy regarding the retention of data held on the system?

Children's Personal Data

- When your trial or Licence Period ends, you may ask us to securely delete your children's data. We will then delete remaining copies unless the law requires retention. Otherwise, we will only keep data to support a possible return to the service, for no longer than three years after the trial or licence ends. You may request earlier deletion.

Access

How do you get information out of the system for a subject access request?

- As the information is already available through the EYFS Tracker, the child's reports can be output in a number of electronic formats

Security

What is in place within the system to ensure the security of the personal data held on it?

- EYFS data is stored in the EYFS Tracker's secure environment. This is hosted in the UK by UK Servers Limited
- Security certificates are used on the website, similar to those employed by banks, to help prevent hacking
- Data is held on a secure server, with multiple levels of 24/7 security
- All our employees that have access to the system are DBS checked.
- The system locks automatically after a number of minutes non-use, to ensure that a computer left unattended will not allow access to the system
- All user passwords are encrypted and only known to users themselves
- Our company adheres to a strict Information Security and Data Security policy (available on request) which is aligned with GDPR. All employees and subcontractors undergo data protection training and sign to confirm acceptance of this policy
- We are registered with the Information Commissioners Office (reference number: Z1059351) and have a data sharing agreements with the Department for Education and Office of National Statistics Secure Research Service (ONS SRS), only available to companies passing a series of security standards
- All data is backed up and encrypted to a further 'offsite' location daily as part of the service which we manage