



## *Data Protection Impact Assessment (DPIA) – SIMS*

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### *DPIA in relation to*

*Use of SIMS Management Information System to manage pupil, parent/carer and staff data within a primary school environment.*

### *Responsible individuals*

*Headteacher: Laura Concannon – Overall accountability*

*Data Protection Officer: Louise King – Compliance oversight*

*School Business Manager: Louise King – Data management*

*IT Technician – Stone*

### *Assessment date*

*07 June 2026*

### *Review date*

*Annually or upon system/process change*

### *Step 1: Need for DPIA*

*SIMS processes large volumes of personal and special category data including safeguarding and SEN information. This creates a potential high risk to individuals, particularly children, therefore a DPIA is required. Benefits include improved safeguarding, accurate records and statutory compliance.*

### *Step 2: Processing*

*Collection: Data collected via admission forms, staff input and external agencies.*

*Usage: Attendance tracking, safeguarding, assessment, communication.*

*Storage: Secure SIMS servers with role-based access.*

*Deletion: In line with DfE retention schedule.*

*Sharing: DfE, Local Authority, safeguarding partners.*

*High Risk: Large-scale processing of sensitive child data.*

### **Scope**

*Data includes personal and special category data such as health, SEN and safeguarding.*

*Covers all pupils (~300) and staff (~40). Stored in UK secure systems. Retained per policy.*

### **Context**

*Processing involves children (vulnerable group) and staff. Expected as part of school operations. No novel technology; SIMS is widely used and established.*

### **Purpose**

*To manage education delivery, safeguarding, statutory reporting and communication.*

*Benefits include efficiency, improved safeguarding and accuracy.*

### **Step 3: Consultation**

*Consulted SLT, DPO, IT provider and safeguarding lead. Parents informed via privacy notices.*

*No direct consultation required as processing is standard and expected.*

### **Step 4: Necessity and proportionality**

*Lawful basis: Public task and legal obligation. Special category: substantial public interest.*

*Data minimised and accuracy maintained through staff processes. Access controlled and monitored.*

### **Step 5: Risks**

*Unauthorised access (medium), data breach (medium), misuse of safeguarding data (low), data inaccuracies (low). Potential impacts include confidentiality breach and reputational damage.*

### **Step 6: Mitigations**

*Role-based access, encryption, staff training, audit logs, secure backups. Residual risk: low.*

*Step 7: Sign off*

*Headteacher: Laura Concannon Date: 07/06/2026*