

EYFS Tracker: GDPR Key Facts

The General Data Protection Regulation (GDPR) is the most important change in data protection law in the last 20 years, but we'd like to reassure you that it's not as daunting as it may seem. As we are already complying with existing data protection laws, this is merely a slight change in the way that we work. In a nutshell, existing laws haven't moved in line with the speed of technology, so these laws are merely an update reflecting this.

With the Data Protection Act (DPA) being replaced by GDPR on 25th May 2018, it is important for us to ensure that our systems and processes satisfy the requirements of GDPR. The DfE has issued guidance to schools and settings on GDPR ([available here](#)) which recommends that schools/settings ask their system suppliers six key questions about their systems. The answers to these questions for the EYFS Tracker are given below.

Scope

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

If you enter it, 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
- Children's 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?

Child Data and Special Category Child Data

We will **never** share your children's personal data with anyone 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?

The following will be implemented prior to GDPR coming into effect.

Children's Personal Data

- Children's names and other identifiable data provided to us by the school/setting will be removed from the EYFS Tracker no longer than 3 years after the school/setting's subscription comes to an end. We have chosen this time frame as many users come back to us after a period of non-use

Access

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

- 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 Dedicated 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 sign to confirm acceptance of this policy
- We are registered with the Information Commissioners Office (reference number: Z1059351) and have a data sharing agreement with the Department for Education (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

Own Readiness

Are we confident that the EYFS Tracker will be GDPR compliant by 25th May 2018?

- Yes – we are confident that the EYFS Tracker is fully GDPR compliant

The Terms and Conditions cover off the data sharing agreement for schools/settings using EYFS Tracker. These were accepted by the school/setting on setting up their account to the EYFS Tracker system.