

**Pennine Education Ltd Compliance Questionnaire**

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| **1. Completed By School** | |
| **Business / SLA Provider Name** | Pennine Education Ltd |
| **Services Provided To School** | **SIMS Support** |
| **Current Contract**  **Ends On** | **As per Sims Support Agreement** |

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| **2. Completed By SLA Provider / Contractor** | | |
| **What data does your organisation hold in relation to our school?** | The data held by Pennine Education Ltd is as follows:  School name, School address, School telephone number, School DfE Number  School Contacts names with email addresses.  Training Courses Attended by Name  Technical Information of Server including:  Agreed User accounts to access server, SIMS.net, FMS with full permissions.  Details of additional Software used by the school | |
| **Does your organisation provide training to staff on data protection / management?** | Annual training for all staff is recorded and reviewed.  Data Protection Training online learning is provided by Royal Bank of Scotland Mentor Service. | |
| **Where is the data held / stored?**  **Please give details of back up arrangements** | Physical Data is held in Secured cabinets with Electronic data held on password protected computers.  All data is held in a Secured office protected by 3 levels of physical alarmed access security.  Data backup service – Live drive is a cloud based solution. Installed on password protected Server.  Data is transferred using the strongest available TLS encryption to an ISO27001 certified UK Data Centre. | |
| **If the data is electronically stored, what are the arrangements for keeping the data safe?** | Data is held on Password protected Computers in Secured Office protected by 3 levels of physical alarmed access security. | |
| **Do you have a written policy for data protection? If yes, does it provide a procedure for data breaches?** | Yes, however this is currently being updated in line with GDPR requirements | |
| **Are you registered with the Information Commissioners Office?** | Yes- Registration number ZA277491 | |
| **Does your organisation have differentiated access to data depending on the sensitivity level?** | Yes- Detailed in the Pennine Education Ltd Data Protection Policy. | |
| **Are data management procedures regularly reviewed?** | Yes – The data protection Policy and procedures are reviewed on an annual basis | |
| **Who is the person responsible for data management / protection in your organisation?** | **Name** | Elaine Smith |
| **Position** | Company Director |
| **E-mail** | esmith@pennineeducation.co.uk |
| **Telephone** | 0161 684 2320 |
| **Does your insurance cover the costs related to data breaches?** | Yes | |

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| **3. By Person Completing this Form** | |
| **Your Name** | Elaine Smith |
| **Position** | Company Director |
| **E-mail** | esmith@pennineeducation.co.uk |
| **Telephone** | 0161 684 2320 |
| **Signature** | *Elaine Smith* |
| **Date Completed** | 17.1.2018 |