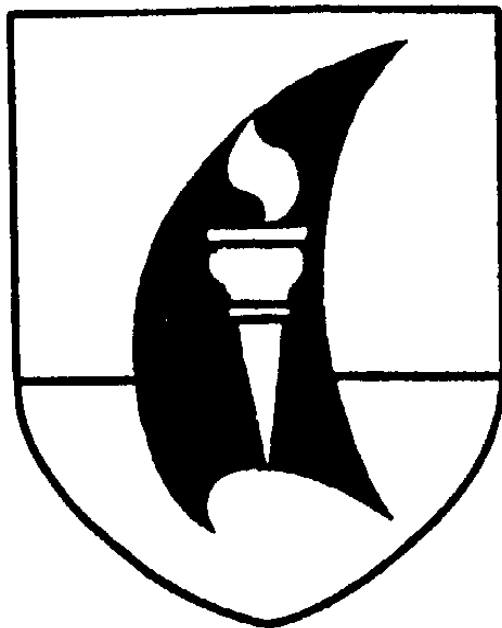


**CRAIGAVON
SENIOR HIGH SCHOOL**



SIMS Parent App Policy

Created Date: October 2018

Review Date: October 2019

Rationale

This policy applies wherever access to CSHS SIMS Parent App is provided and whenever information is accessed through CSHS SIMS Parent App whether the computer equipment is owned by the school or not. The policy also applies to all those who make use of the CSHS Parent App.

Ownership and Administration of this Policy

CSHS owns and administers this policy.

Objectives of CSHS SIMS Parent App Usage Policy Security

This policy is intended to minimise security risks. These risks might affect the integrity of CSHS Data, the authorised SIMS Parent App holder and the individuals to which the SIMS Parent App data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to CSHS's SIMS Parent App by authorised users.
- The wrongful disclosure of private, sensitive and confidential information.
- Exposure of CSHS to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This policy aims to ensure all relevant aspects of GDPR and the Fair Processing Policy are adhered to.

This policy aims to promote best use of SIMS Parent App systems to further the communication between CSHS and Parents/Guardians.

SIMS Parent App Usage Policy Rules for Authorised Users

CSHS SIMS Parent App System is provided for use only by persons who are legally responsible for pupil(s) currently attending the school. Access is granted only on condition that the individual formally agrees to the terms of the policy.

The authorising member of school staff must confirm that there is a legitimate entitlement to access information for pupils the names of whom must be stated on the SIMS Parent App Parental Access Request Form.

A copy of the form will be held by the school for audit purposes. Requests for access to the SIMS Parent App System must be made to CSHS using the SIMS Parent App Access Request Form.