

## How to complete a Standards Tracker Privacy Assessment

<https://app.standardstracker.co.uk>

This document sets out the actions you can take if you wish to undertake a privacy impact assessment for your use of Standards Tracker.

### General

As a user of Standards Tracker, you will understand that information is passed between an individual and the person or people that you have elected to link to the individual.

In GDPR terms this is referred to as **privacy by design** - you are in effect setting the rules for the way in which the application shares information.

None of the information stored in Standards Tracker falls under the GDPR definition of **Special Categories of Data**.

You should therefore be aware of the following

1. A user's record can be viewed by the people you have elected to link together.  
*You can see these settings by looking at the people list in a cycle in system setup.*
2. As part of auto enrol at the end of a cycle, these linkages are automatically replicated in the next cycle. You can, of course, change these settings at any point.
3. None of the information stored in Standards Tracker falls under the GDPR definition of Special Categories of Data.
4. In designing your system, you can allocate higher level rights and these are
  - a. Headteacher - access to all records
  - b. Nominee - access to all records other than the headteacher.
  - c. Senior Teacher - access to all records other than the headteacher.

You can see who has these additional rights by looking at the users page in system setup where a column in the table clearly denotes this information.

5. **In version 3 of Standards Tracker, each colleague can see a list of colleagues linked to them from the GDPR page.** In Version 1, colleagues can see their appraiser and, where used, their linked senior teacher. They cannot see the names of the headteacher, nominee or other senior teachers. If you use version 1, you can elect to upgrade, at no expense to version 3, or you should make arrangements to tell colleagues who can see their record.
6. Emails will be issued to the colleague and their linked person or people for
  - i. Self evaluation completion
  - ii. Acceptance of self evaluation
  - iii. Change requests
  - iv. Change request denials
  - v. Cycle closure
  - vi. Record archive
  - vii. Record deletion
7. You can archive a user's record by tagging them as inactive on the users page in system setup.

## Actions

| Item | Action  | Completed |
|------|---|-----------|
| 1    | Mark as inactive any users who no longer need to access Standards Tracker.  |           |
| 2    | Ensure that all users have an email address on record.  |           |
| 3    | Establish that the list of linked users is correct.   |           |
| 4    | Establish who has headteacher, nominee and senior teacher rights.   |           |
| 5    | Ensure that you allocate the conferred system setup function only to trusted colleagues. These colleagues can change the linkages between |           |

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|---|--|--|
|   | people but cannot allocate the permanent headteacher, nominee or senior teacher rights.  |  |
| 6 | If you are not using version 3, you will need to tell colleagues who has headteacher, nominee and senior teacher rights.   |  |
| 7 | Consider migrating to version 3 - this is a significantly enhanced version of the application and has dynamic GDPR access reports for individuals.   |  |
| 8 | Be aware that a request to delete your organisation's account will permanently delete all records which will not be recoverable. Educate Services will attempt to contact colleagues to inform them of the impending deletion but we cannot guarantee that our emails will arrive or be read. The archive function will render the software usable in read only mode only. |  |