

SSP Web Solutions – Data security policy

1. All data is held on servers that are kept at a secure server farm.
2. Backups of all data are taken daily.
3. All data entered by schools / pupils is available to that school and the sports partnership only with the exception in some cases where summary data is available to Healthy Schools, Extended Schools and PCT's (see point 4).
4. Where data is available to Healthy Schools, Extended Services or PCT's – only summary data will be available – this means no pupil names will be given to any of these organisations.
5. PLTs, SSCOs and PDMs can access reports using access data via a secure login as follows – PLTs can access data for their school only, SSCOs can access data for their cluster/family group and PDMs can access data for their partnership.
6. Pupils and parents cannot access any reports or data via the application.
7. It is the responsibility of the PLTs, SSCOs and PDMs to keep their login details and passwords secure. If a PLT, SSCO or PDM thinks that their login details may have been seen or used by an unauthorised person then it is their responsibility to contact SSP web solutions on 01904 760321 **IMMEDIATLY**. We will then deactivate the login and issue a new one.
8. Answers to additional questions created at school level will not be available to SSCOs or PDMs.