

Data Protection Impact Assessment (DPIA) for Arbor MIS System

1. Introduction

1.1 Purpose

The purpose of this DPIA is to identify and mitigate any data protection risks associated with the use of the Arbor Management Information System (MIS) at Schools for Every Child.

1.2 Scope

This assessment covers all data processing activities related to Arbor MIS, including data collection, storage, access, and sharing.

2. Description of Processing

2.1 Nature of Processing

Arbor MIS is used for managing student information, attendance, assessment, behaviour, and other school administrative tasks.

2.2 Context of Processing

The system is used by administrative staff, teachers, and authorized personnel at Schools for Every Child. The data includes personal information of pupils, parents, and staff.

2.3 Purposes of Processing

- To maintain accurate pupil records
- To track attendance and performance
- To facilitate communication with parents and guardians
- To comply with statutory obligations

2.4 Data Subjects

- Pupils (aged 5-11)
- Parents/Guardians
- School Staff

2.5 Data Categories

- Personal identifiers (e.g., names, DOB, addresses)
- Educational records (e.g., grades, attendance)
- Health information (e.g., allergies, medical conditions)
- Behavioural records
- Contact information

3. Assessment of Necessity and Proportionality

3.1 Necessity

Using Arbor MIS is essential for efficient school management and to meet legal requirements for maintaining pupil records.

3.2 Proportionality

The data collected is the minimum necessary to achieve the purposes listed. Access to data is restricted based on roles and responsibilities.

4. Risk Assessment

Risk	Likelihood	Impact	Mitigation Measures
Unauthorized access to data	Medium	High	Implement role-based access controls and regular audits
Data breaches	Low	High	Use encryption and secure passwords
Data loss	Low	High	Regular backups and disaster recovery plan
Compliance with GDPR	Medium	High	Regular training and policy updates

5. Measures to Address Risks

5.1 Technical Measures

- Encryption of data at rest and in transit
- Role-based access controls
- Regular security updates and patches

5.2 Organizational Measures

- Staff training on data protection and GDPR compliance
- Regular audits and assessments

- Clear data protection policies and procedures

6. Consultation

6.1 Stakeholders Consulted

- School staff
- Data Protection Officer
- Arbor MIS support team

6.2 Consultation Outcomes

Feedback from stakeholders was incorporated into the risk assessment and mitigation measures.

7. Approval and Review

7.1 Approval

This DPIA has been reviewed and approved by the Data Protection Officer and the Assistant Headteacher.

7.2 Review Schedule

This DPIA will be reviewed whenever there are significant changes to the processing activities.