MINTclass Groupcall Data Sharing Agreement
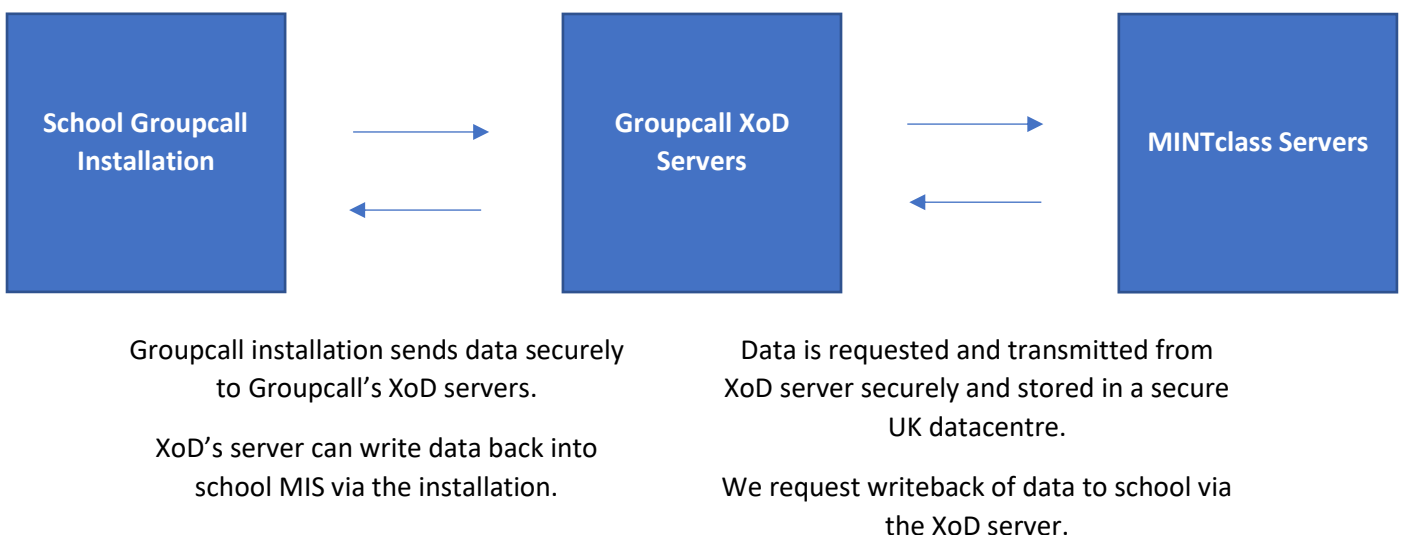
What is MINTclass

MINTclass is a powerful suite of products for schools which includes a seating planner that enables teaching staff to automatically create and manage their classroom seating plans. Information, as selected by the school, about each student is displayed in an easy to use manner. For more up-to-date information see www.mintclass.com

Document Aims

This document details the data objects and items that are shared, the use of, use by, storage and storage duration, safeguarding and security of the data that you will share with us Minted Box Education Ltd. This information provides a framework for our Data Sharing Agreement (DSA) with you. The DSA is an important document, which supports our joint obligation to comply with the Data Protection Act 2003 and comply with the Information Commissioner's Office (ICO) mandate. In order to use MINTclass your organisation must understand and formally accept this agreement.

Overview of Data Movement in MINTclass

This diagram details the movement and storage of data between your school MIS and MINTclass with further explanation provided below.

Groupcall installation sends data securely to Groupcall's XoD servers.

XoD's server can write data back into school MIS via the installation.

Data is requested and transmitted from XoD server securely and stored in a secure UK datacentre.

We request writeback of data to school via the XoD server.

Transfer and Use of Personal Information

Use of Data

The Use of Data policy is provided for schools to ensure that, as data controllers, they have the ability to share data and that they consider there to be appropriate measures in place, ensuring that the data is held securely and confidentially. This document sets out how Minted Box Education Ltd supports these objectives.

Minted Box Education Ltd and its suppliers will be acting as 'data processors' as defined by the 2003 Data Protection Act. Minted Box Education Ltd has taken all reasonable measures to ensure the safety and security of personal information and continues to review these measures on an on-going basis.

Data Storage

Data is encrypted at rest on the server (UK based). Data is stored in a SQL database provisioned for the school. Each school's data is held in a separate database with separate access control accounts. This ensures secure separation of

data and ease of deletion. Data will be retained for the duration of the contract and will be deleted upon termination of the contract within 48 hours.

Data Security

This information gives details of the management of data security in relation to the use of MINTclass Schools may wish to use this in conjunction with their fair use policy.

Information is extracted from the school Management Information System (MIS) using Groupcall's industry leading and secure XoD software. The data is securely uploaded to MINTclass using industry standard SSL encryption. A unique identifier configured by Minted Box Education Ltd in Groupcall XoD ensures that the information is linked to the correct customer account in MINTclass. Groupcall XoD accesses your school MIS system using credentials that you provide and cannot access it without them.

The information from your school is held inside the MINTclass platform, which is hosted at **Memset Ltd.** - http://www.memset.com/about-us/datacentre/ - a G-cloud accredited secure hosting provider

You can find out about the security and safety policies that affect your data in more detail by contacting Minted Box Education Ltd.

In summary, the data you transmit to us is protected from exposure by two factor authentication for main user access to the system, this can be further tightened by restricting to IPs provided by the school. We also provide SSO to Frog and Active Directory moving access control to the school.

The server is protected by both software and hardware level firewalls. The server runs intrusion detection software which will alert the server hosting company to any attempt 24 hours a day, they will deal with this accordingly. The server is physically secured by Memset's stringent security policies (http://www.memset.com/about-us/security/). Once a month the server undergoes a security penetration test by a 3rd party. Any security holes discovered by this test are closed within 24 hours (where technology permits).

For further information about data security, see http://www.mintclass.com/security

Support

The Support team at Minted Box Education Ltd are able to resolve or advise you on any technical issues that you encounter while using our products and provide first line support for Groupcall XoD integration also. Occasionally it can be necessary for our support technicians to view the issue with you, in order to diagnose it fully and offer a solution. In circumstances where support technicians need to view the issue with you they may use remote access tools to view your computer with you, in which case you should remain at your computer and supervise the entire session.

All of our remote sessions allow you to retain control and allow you to terminate the session at any time. If your issue escalates and an additional support technician is required, then they may also be invited to join the remote session. In some cases, where a second line escalation is required for Groupcall XoD software, this may involve also allowing a Groupcall support technician to join the remote session.

If your issue is a platform issue or requires changes to your account configuration, then Minted Box Education Ltd staff may perform such configuration on your behalf from our secure management platform without requirement for remote access. You are reminded that you should avoid sending personal information, such as student/contact records, to us directly via email. You certainly should only send such information when supported by strong encryption, if there is an explicit requirement to do so. Minted Box Education Ltd staff will advise the most secure method for transfer if there is such an explicit requirement.

Data Life Cycle

Your data's point of origin remains in the school MIS. Changes made in the MIS are transmitted to the MINTclass via Groupcall XoD. Data is synchronised nightly from your school MIS. Additional exports can be manually implemented by us and / or the school if necessary to update.

New 'personal' records

When a new staff, student or contact record is detected in the MIS, and meets the selection criteria it will be uploaded to MINTclass at the next transmission and appear in the user interface accordingly for authorised users.

Changed 'personal' records

When an updated staff, student or contact record is detected in the MIS, and meets the selection criteria it will be updated in MINTclass at the next transmission and appear in the user interface accordingly for authorised users.

Deleted 'personal' records

When a staff, student or contact record in the MIS no longer meets the selection criteria or is deleted this will be notified to MINTclass on the next transfer.

- When a person is detected as deleted or left, MINTclass immediately revokes permissions for that person and deletes their record.

New Group Memberships

When a person is detected to have a new or changed group membership, e.g. registration group, staff post, etc. this will be notified to MINTclass on the next transfer and will then be reflected in the user interface for authorised users.

Deleted or Ended Group Membership

When a person is detected to have left a group membership, e.g. year group, class group, etc. this will be notified to MINTclass on the next transfer and will then be reflected in the user interface for authorised users.

Privacy Policy

This forms part of the application process to use relevant Minted Box Education Ltd Products. The Head Teacher or an authorised member of staff will agree to have read and understood the terms and conditions outlined below:

Who is responsible for managing my information?

MINTclass is provided by Minted Box Education Ltd and its suppliers. Minted Box Education Ltd is responsible for ensuring that your data is adequately protected in relation to the operation of MINTclass platform.

Who can I contact if I have queries about this privacy policy?

In the first instance please contact our UK support desk at support@mintclass.com who will direct your enquiry as necessary.

Will you ever update this privacy policy?

We may update this privacy policy from time to time and we will send notification to your main account contact if this is the case.

How can I update my data?

The data in MINTclass reflects the data in your school MIS system, hence to correct any inaccuracies you should correct the data in your MIS and allow an overnight update to occur.

If it is important that data changes are shown more urgently; for example, if a parent has been restricted from contact with their child by court order, then you can contact Minted Box Education Ltd for assistance via support@mintclass.com.

What information do we collect?

We collect student and staff contact information such as names, record identifiers and email addresses

The full information we collect is detailed in the section entitled Transfer and Use of Personal Information, above.

What is my information used for in MINTclass?

Your information is used to allow you to access MINTclass and create seating plans and view student data simply.

How is my information held within MINTclass?

Information is held securely within MINTclass using Mesmet Ltd a G-cloud accredited secure hosting provider.

How long will my information be held for by MINTclass?

MINTclass is simply a data processor and will keep information for the duration of the agreement. However, if a person or persons have been marked as left school by your school their data is removed from MINTclass.

How do I delete my data from MINTclass?

In order to terminate your account with us you must contact support@mintclass.com.

Browser Cookies

MINTclass makes use of browser cookies for the following purposes:

To manage user authentication and to track individual user behaviour in order to continuously improve the product functionality and performance.

Next Steps…

If you need any further assistance or get in to any difficulty, please contact Minted Box Education Ltd via support@mintclass.com

Default data extracted by Groupcall XoD:

1. Default timetable data
2. Default staff data
3. Default conduct data
4. Default student data
5. Default photo data

Default Timetable Data

Scope (Choosable)	Sub-scope (Not choosable)	Field	Example	Description
School	Lessons	Id	44	ID of the lesson
		PeriodId	17248	ID of the period (not the period number itself
		ClassId	8811	ID of the class
		JoinedId	10	ID that tells us a student has joined the class
		ClassName	9X1/Fr	Class code
		Period	3	The period number
		StartDateTime	2017-06-12T08:50:00	Start time and date of the lesson
		EndDateTime	2017-06-12T09:50:00	End time and date of the lesson
		StaffCodes	JXE,RM	Staff code(s) of the teacher(s) of the class
		RoomCodes	S5	The room code
		SubjectCode	8	ID of the subject
		SubjectName	French	Name of the subject
	Groups	Id	8811	The MIS Id of the group
		ExternalId	86779760-ea3ba86677d7	The MIS external Id of the group
		IdaasId	GC-8811	The Idaas Id of the group
		Type	TeachingGrp	The group type
		Code	9X1/Fr	The group code
		Name	9X1/Fr	The group name, often the same as Code
		PrimaryStaffId	25	The MIS Id of the main teacher for this group
		Staff	JXE,RM	MIS StaffCodes for staff members of this group
		NumStudents	27	Count of student members
		LastUpdated	2016-07-28T04:04:50.112	The last time this data was updated
		RowHash	E2824F8EE247AAFE86	For change comparison

Default Staff Data

Scope (Choosable)	Sub-scope (Not choosable)	Field	Example	Description
StaffLite	Staff	Id	5	The MIS Id of the staff member
		ExternalId	8ad4a7ae-aa02-49aa-8901-528d3c44bcc6	The external Id of the staff member
		IdaasId	PWT-5	The Idaas Id of the staff member
		Title	Mr	Title of the staff member
		StaffCode	ML	Abbreviated staff code from the MIS
		Forename	Mark	Forename of the staff member
		Surname	Lubbock	Surname of the staff member
		DisplayName	Mr M Lubbock	Staff title, first initial and surname
		WorkEmail	test@work.net	Work email for the staff member
		WorkPhone	2221348798	Work telephone for the staff member
		IsTeacher	1	Flag defining if staff member is a teacher
		IsSupport	0	Flag defining if staff member is support staff
		LastUpdated	2016-07-07T18:09:06.46	The last time this data was updated
		RowHash	88DE1756AB2FA02D445B37CFC22DE2827925CA38	For change comparison
StaffExtended	Staff	Gender	M	The gender of the staff member
		MiddleName	James	The middle name of the staff member
		LegalForename	Mark	The legal forename of the staff member
		LegalSurname	Lubbock	The legal surname of the staff member
		DateOfBirth	19/03/1960	The date of birth of the staff member
		MobilePhone	7912345678	The main mobile phone of the staff member

Default Conduct Data

Scope (Choosable)	Sub-scope (Non-choosable)	Field	Example	Description
Conduct	Conducts	Id	1000	SIMS ID of the conduct
		ConductType	Achievement Point awarded	The type of conduct i.e. behaviour/achievement
		Date	03/07/1989	The date the conduct point was given
		Time	13:08:53	The time the conduct point was given
		Activity	Mathematics	The activity the conduct point was given for
		Status	Resolved	The status of the conduct point
		Location	Classroom	Location the conduct point was given
		RecordedBy	Mr M Lubbock	The staff member who recored the point
		Outcome	1 day Isolation	The outcome of the conduct point
		RecordedOn	02/07/1876	The date the outcome was recorded
		Subject	Mathematics	The subject the conduct point was given for
		Category	Ach	The category the conduct point was given for
	StudentConducts	Id	2000	ID of the entire conduct event
		StudentId	2323	ID of the student
		ConductId	526649	ID of the conduct committed
		Points	1	The amount of points the conduct is worth
		Outcome	Detention	The outcome of the conduct event
		Role	N/A	N/A
	StaffConducts	Id	435	ID of the entire staff conduct event
		StaffId	1675	ID of the staff member
		ConductId	73948	ID of the conduct committed
		StaffRole	Class Teacher	Role of the staff member
	ConductTypes	Id	BehStuRole.5	ID of the entire conduct event
		Type	BehStuRole	The type of conduct event
		LocalId	5	The SIMS ID of the conduct type
		Description	Bystander	Description of the person giving the point
		Points	2	Amount of points given
		SubTypeLookup	BehBullMode	The sub type it belongs to (if any)
		DisplayOrder	15	Row number
	ConductLookups	Id	BehLocation.48	ID of the lookup
		LookupType	BehLocation	The type of lookup
		LocalId	12	The SIMS ID of the lookup
		Code	GYM	Code belonging to the lookup
		Description	Gymnasium	Description of the code
		DisplayOrder	4	ID of the display order

Default Photo Data

Scope (Choosable)	Sub-scope (Not choosable)	Field	Example	Description
Photos	Photos	Id	100	ID of the photo
		PersonId	100	ID of the student (same as photo ID)
		PersonType	Student	Specifies whether photo is student or staff
		PersonName	Jim Bob	Name of the person in the photo
		Photo	/9j/4AAQSkZJRgABAQEAYABgAAD/2wBDAAg…	Photo encoded in base64
		RowHash	5D7A59220F7E9844E9D761A065E3480F7E9844…	Row hashed in database
		LastUpdated	2016-06-20 15:43:09	Age of the photo

Default Student Data

Scope (Choosable)	Sub-scope (Not choosable)	Field	Example	Description
Student	Students	AdmissionNo	4367	The student admission number
StudentExtended	Students	DateOfBirth	10/12/2001	The student's date of birth
		UniqueLearnerNumber	1111175267	The student's ULN
		LegalForename	Graham	The student's legal forename
		LegalSurname	Abbess	The student's legal surname
		MiddleName	David	The student's middle name
		EnrolmentStatus	C	The student's current enrolment status code
StudentDemographic	Students	EAL	0	Flag defining if student has EAL
		ReligionCode	CH	Religion short code
		Religion	Christian	Religion description
		EthnicityCode	WENG	Ethnicity short code
		Ethnicity	White - English	Ethnicity description
		EthnicitySource	P	Ethnicity source code
		HomeLanguage	English	Home language description
		HomeLanguageCode	ENG	Home language code
		FirstLanguage	English	First language description
		FirstLanguageCode	ENG	First language code
		FirstLanguageSource	P	First language source code
		NationalIdentity	GBR	Nationality code
		PostCode	MK10 0BA	The student's home post code
StudentFunding	Students	FsmEligible	1	Flag defining if student is eligible for free school meals
		FsmEndDate	01/05/2017	End date for the current FSM entitlement
		UniformAllowance	0	Flag defining if student is eligible for uniform allowance
		PupilPremium	1	Flag defining if student is eligible for pupil premium
		YSSA	Obtained	Youth service support association status
		EAL	0	Flag defining if student has EAL
UPN	Students	UPN	A01937632542	Student's Unique Pupil Number
		FormerUPN	D439209583385	Student's former unique pupil number if available