

## School MIS data used in FFT products and services

From November 2020, all schools using FFT products and services need to connect their school Management Information System (MIS) to FFT Data Exchange to access all of the features, reports and analyses available. The data collected from the school MIS is used alongside other datasets, including DFE national assessment datasets and assessment data provided by schools, to support the analysis and benchmarking of school performance and support schools in improving literacy and education outcomes for pupils.

This document provides information about the school MIS data (Customer data) that is used within FFT products and services.

Schools are able to manage the authorisation and connection from the school MIS to FFT Data Exchange using our partners – Wonde and Groupcall. Once connected, schools can authorise or revoke (switch off) the MIS connection at any time through the Wonde or Groupcall school portal, and they can see which applications (including FFT) are using the school MIS data.

FFT will extract the MIS data from your school on a regular basis, with daily extracts for some datasets including attendance data. This will ensure that the latest MIS data is available and synchronised for analysis and use within FFT products and services at all times.

The two-way sharing of data between your school and FFT is covered by the FFT Terms and Conditions which are accepted by the school when using any FFT product or service. The FFT Terms and Conditions fully comply with GDPR regulations for the sharing and processing of personal data ([click here for further information about data processing at FFT](#)).

### Description of the school MIS data used within FFT products and services

Data Category	Summary of MIS data items used in FFT products and services
Student information (basic)	Basic student information including: name, gender, date of birth, UPN, address, national curriculum year, other unique identifiers and admission/leaving date
Student demographics (census)	Demographic (school census) information including FSM, pupil premium, SEN, first language, EAL, ethnicity, looked-after children and service children
Student timetable	Timetable information for students including registration groups, teaching groups and subjects studied
Student assessment	Statutory end of key stage assessment data for each student: EYFS, KS1, KS2, KS4, KS5 Current assessment data for each student: teacher assessment and summative tests (EYFS, KS1, KS2, KS3, GCSE, A-level & standardised tests)
Student attendance and exclusions	Daily student attendance for each school session for current year and previous years, along with details for any student absence Student information about any fixed-term or permanent exclusions
Staff information (basic)	Basic staff information including title, name, email, role and whether staff are currently employed in the school

## Description of how school MIS data is used within FFT products and services

FFT Data exchange collects data from the school MIS which is used in the features, reports and analyses in FFT's products and service:

	Student information data (basic)	Student demographics data (census)	Student timetable data	Student assessment data	Student attendance and exclusions data	Staff information data (basic)
User provisioning, login, authentication and personalisation (for example tagging teachers to classes/class names/groups of pupils)	No	No	No	No	No	Yes
Self-evaluation analysis of past school performance and early results analysis service	Yes	Yes	Yes	Yes	Yes	No
FFT benchmark estimates, target setting and student explorer (current students)	Yes	Yes	Yes	Yes	Yes	No
Pupil tracking and analysis of assessment data for current students	Yes	Yes	Yes	Yes	Yes	No
Student attendance reporting and analysis (launching in December 2020)	Yes	Yes	No	No	Yes	No

## Further information: processing of personal data within FFT products and services

Schools, local authorities, academy trusts and dioceses using FFT products and services (“Customer”) accept the standard **Terms and Conditions** relating to their product or service which cover the two-way sharing and processing of data between FFT and a Customer.

The following three data types are defined in the relevant **Terms and Conditions** and described in more detail below:

- **Customer Data:** any data uploaded to FFT products or services by a Customer
- **Government Data:** the pupil data provided by the Department for Education in England or the Welsh Government in Wales
- **FFT Data:** all data in FFT products and services, other than Government Data and Customer Data

Data Type and Relationship	Description of data items
<b>Customer Data</b> Customer (Data Controller) FFT (Data Processor)	<ul style="list-style-type: none"> <li>• Pupil examination results and assessment data</li> <li>• Pupil information and demographic data (school census)</li> <li>• Pupil attendance and exclusions</li> <li>• User identity data including name, email address, contact information and job role</li> </ul>
<b>Government Data</b> FFT (Data Controller) Customer (Data Processor)	<ul style="list-style-type: none"> <li>• Pupil examination results and assessment data</li> <li>• Pupil information and demographic data (school census)</li> <li>• Pupil performance indicators of attainment and value-added pupil progress</li> <li>• Pupil attendance and exclusions</li> </ul>
<b>FFT Data</b> FFT (Data Controller) Customer (Data Processor)	<ul style="list-style-type: none"> <li>• Pupil estimates (predictions) of future attainment</li> <li>• Pupil performance indicators of attainment and value-added pupil progress</li> <li>• User profile and usage data relating to users’ use of FFT products and services</li> <li>• User technical data relating to users’ use of FFT products and services</li> </ul>

The following applies to all three data types (Customer Data, Government Data and FFT Data):

**Duration of Processing:** defined in FFT Terms and Conditions agreed between the Customer and FFT

**Nature of Processing:** electronic processing

**Business Purposes:** data processing is necessary for the Customer’s legitimate interest (to analyse school and student performance and improve literacy and reading in schools) and for FFT’s legitimate interests (the provision of FFT core services to the Customer)

**Data Subject Types:** school pupils and users of FFT products and service (e.g. FFT Aspire, FFT Phonics, FFT Reading Assessment Programme, FFT Tutoring)

**Personal Data Categories:**

Personal Data Category	Description
<b>Personal Data</b>	<b>Pupil data</b> <ul style="list-style-type: none"> <li>• Details of which pupils are on-roll</li> <li>• Current and prior attainment data for each of the key stages covered by your school</li> <li>• Pupil absence information</li> <li>• Pupil information from School Census</li> <li>• Pupil estimates, targets &amp; assessments</li> <li>• Information on allocation of pupils to pupil and teaching groups</li> <li>• For Primary pupils, information on reading and tutoring outcomes</li> </ul> <b>User Details</b> <ul style="list-style-type: none"> <li>• Contact details including email address, job title</li> <li>• System role &amp; details of system usage</li> </ul>
<b>Special Category Pupil data</b>	<ul style="list-style-type: none"> <li>• Pupil ethnicity and language</li> <li>• Pupil SEND information</li> </ul>