



Data Protection Impact Assessment

Name Of Project/Technology/System

Medical Tracker

Aims Of The Project/Technology/System

Medical Tracker is an online software to report first aid incidents, track medications and student care plans. The online forms are built to comply with DFE, OFSTED and RIDDOR guidelines. Medical Tracker allows you to comply with DfE Guidelines to accurately store records, notify parents of incidents and report serious incidents and near misses.

Use Of Personal Data

To maintain records as outlined above.

Reasons For Processing

The basis for processing this data is **Legal Obligation**.

Also the data captured can offer insight into accident hotspots and common incidents, so can play an important role in the reduction of accidents within the school.

Categories of data processed

School staff/ teachers: name, date of birth, email, home address and telephone number, details of any medical conditions

Parent: name, email, address and telephone number

Student: name, date of birth, parent details, medical conditions, medication needed and care plans. If the student has been involved in an incident their personal data will be recorded next to the incident they were involved in.

Visitors: if a visitor is injured their name, email, date of birth, telephone number and incident is recorded

Impact and Risks To Personal Data

Whilst the risk of this personal data being compromised is very low, the potential impact on those involved in a breach is high and therefore measures are taken at Medical Tracker to ensure the risks of processing this data are mitigated.

Staff will be trained to input relevant data and will require a password in order to do so.

Each user's access can be customized to what level of access you'd like them to have (e.g. full admin rights or read-only access).

There is a risk that a staff member leaves a computer on and unattended so others accidentally get access, however within the platform you can switch on a 20 minute 'time out', whereby after a period of inactivity Medical Tracker is logged out of automatically.

The school itself would be responsible for communicating the importance of logging out of the platform or not leaving it unattended when not in use.

Department for Education guidelines state this information must be kept and that protocol around notifying parents must be followed, therefore the 'risk' is far outweighed by the benefit of keeping to DfE safeguarding guidelines.

How long is the data stored?

Whilst you are a customer of Medical Tracker all of your data is kept on an on-going basis. However, should you cancel your subscription with us, we keep the data for 90 days. Within those 90 days you have the option to export all of your data, meaning you can still adhere to DfE guidelines for keeping student incident report data for 25 years from the child's birth.

Will This Information Be Shared With Third Parties?

Your MIS stores personally identifiable information about your students, parents and staff. Groupcall provides a read-only API feed that allows us to draw the data from your MIS into Medical Tracker.

Groupcall do not use or view this information, their sole purpose is to transfer data into Medical Tracker. Details of how Groupcall are GDPR compliant can be [viewed here](#). A copy of the sub-processor agreement between Medical Tracker and Groupcall is available on request from support@medicaltracker.co.uk

What Steps Will Be Taken To Protect The Data?

Medical Tracker has documentation specifically relating to our data security measures and back up processes, available on request from support@medicaltracker.co.uk

Any Other Factors To Consider

We are fully aware of the sensitive nature of the data we hold and the risks associated with storing such data and our legal responsibilities to protect it.

Medical Tracker was developed by an experienced team of Senior Developers who've worked at large corporations such as Sky, Barclays and the high-profile consultancy firm; McKinsey. We have the expertise needed to maintain this technology and keep your data secure.

We do not consider it necessary for schools to consult parents about the use of this platform, however the final decision on this lies with the school itself. Medical Tracker is simply a new way to store the data you already keep (either using paper records or in excel sheets) so we simply offer a safer and more efficient process, as opposed to you implementing something new that requires parent consultation.