

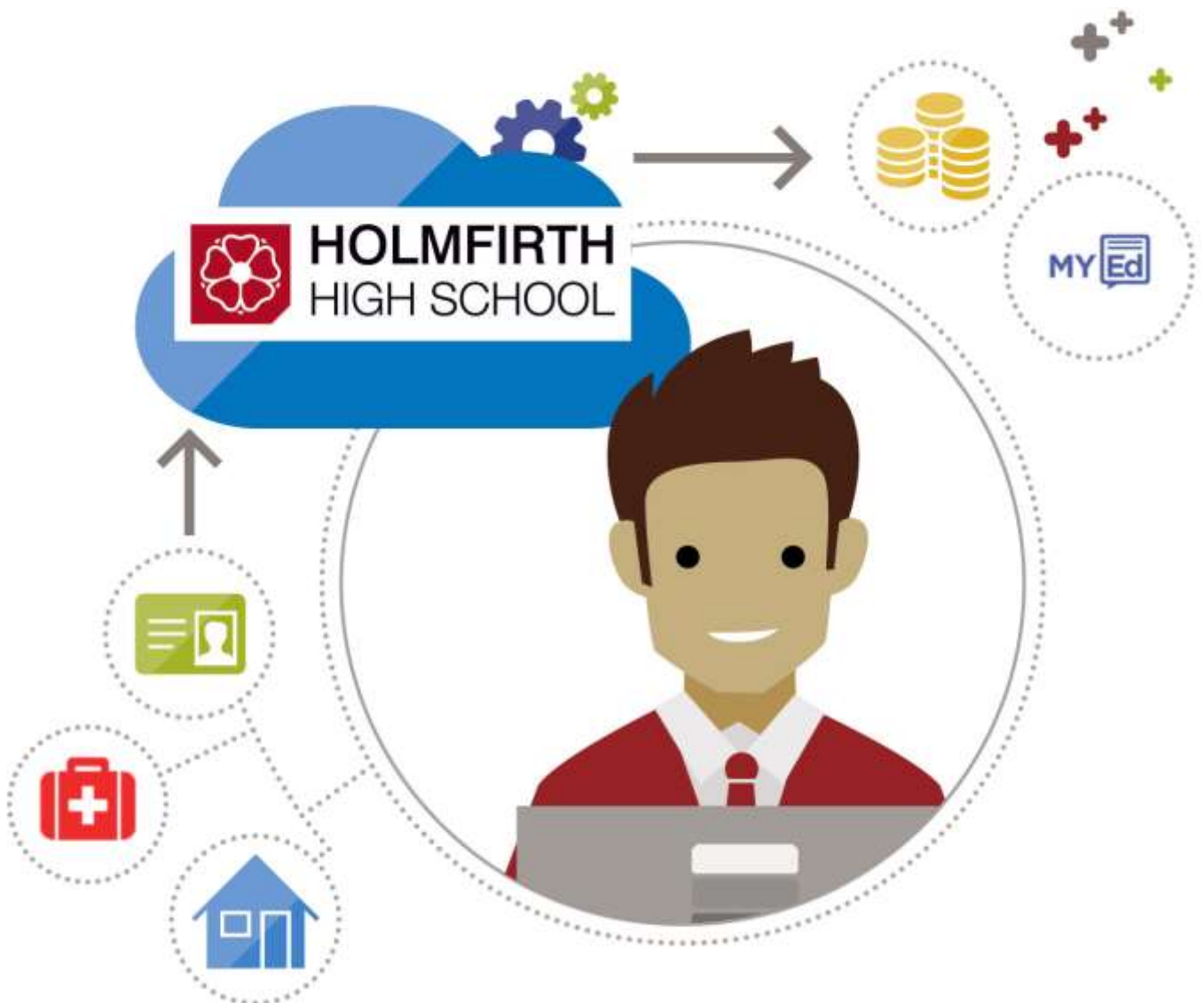
## Data Collection and SIMS Parent

Holmfirth High School is committed to providing our community of parents<sup>1</sup> with effective and efficient methods of viewing, updating and deleting the personal data relating to themselves and their children.

Rather than parents being required to complete a number of paper-based data collection forms, parents have the ability to manage all their data at any time throughout their child's school career via a secure online system (SIMS Parent).

SIMS Parent offers parents complete transparency and gives parents complete control of their personal information. The platform can be accessed on any device with internet access including desktop computers, tablets and mobile phones.

This booklet acts as a guide to registering for and accessing SIMS Parent, explains the importance of data collection.



<sup>1</sup> The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

## Registering for SIMS Parent

1. All parents for whom we have an up-to-date email address will receive a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code.

You will need this code to set up your SIMS Online Services account. If you have not received a registration email, please check your SPAM/JUNK folder before contacting our school.

### **IMPORTANT NOTES:**

*If you have already signed up to SIMS Parent as you have an older child at the school, you will see all your children listed on the same account and will not be required to sign up again. Please contact the school if you are unable to see all your children.*

*To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter.*

2. Simply click on the link within the email from your tablet, PC or smartphone to activate your account. If the link does not work then copy and paste this into your internet search bar.

You will then be asked to register your SIMS Parent account by signing in with an existing **Microsoft, Office 365, Google, Facebook** or **Twitter** account that you are the owner of.



3. You will be asked a date of birth for one of your children at the school to authenticate your account.
4. You have now registered your SIMS Parent account. **Your login details are the same as those you used to register your account in step 2.**

## Accessing SIMS Parent

You can access SIMS Parent along with the personal data relating to you and your children in two ways.

1. Visit the SIMS Parent website via the following URL on any desktop or mobile device with internet access.

[www.sims-parent.co.uk](http://www.sims-parent.co.uk)

2. Download the SIMS Parent mobile app by searching for '**SIMS Parent**' in the app store.

## Using SIMS Parent

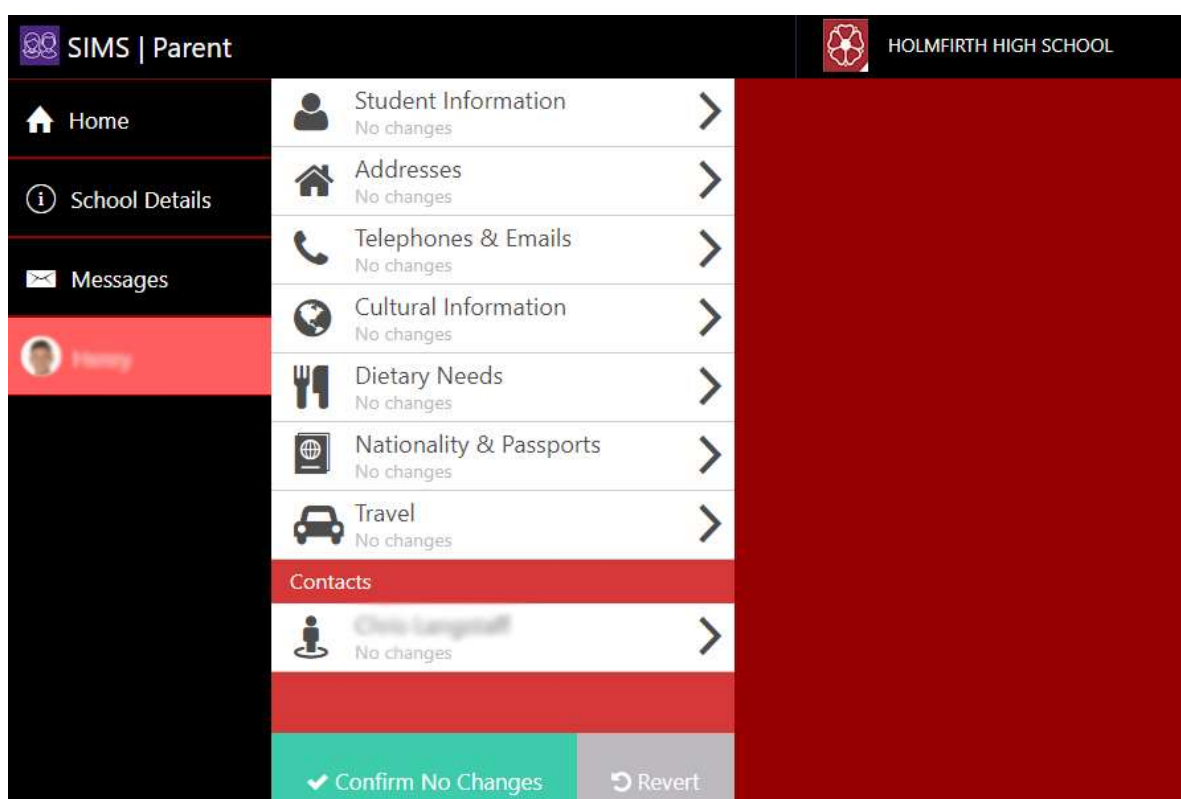
Once you have gained access to the SIMS Parent platform you can view, update and delete the personal data relating to yourself and your child/children by selecting your child then selecting each individual area of data.

### IMPORTANT NOTICES FOR USING SIMS PARENT:

Please DO NOT update the '**Telephone & Emails**' section as this is for school use only.

To update parental contact details use the '**Contacts**' section. Due to GDPR restrictions parents are only able to view and update their own personal information. This means that each parent will be required to sign up to SIMS Parent to check and amend their own contact details; however, both parents will be able to check their child's details.

Once you click '**Finish**' then '**Submit Changes**' after making any alterations, SIMS Parent will be locked to view only mode. You will be unable to make further amendments until the school has reviewed the changes you made. We would advise making all your changes in one go if possible to speed up the data collection process.



## Data Collection

It is important that the data we hold for parents and students is populated and accurate to ensure that we can offer parents the best possible service, ensure the safety of students and meet the legal requirements set out within the General Data Protection Regulation.

Although it is important that all the data we hold for parents is accurate, with advancements in technology, **it is particularly important that the email address and contact number we hold for parents is up-to-date.** Many of our online services such as the My Ed app and SIMS Parent now rely on us having an accurate contact details for parents to function effectively.

Academic reports at Holmfirth High School are also now emailed directly to parents upon completion.

For more information on the school's data collection of student and parent personal data, please see our Privacy Policy via the link below.

[www.holmfirthhigh.co.uk/privacy-policy](http://www.holmfirthhigh.co.uk/privacy-policy)

### General Data Collection

Within SIMS Parent there are a number of areas of data for parents to view and update. These are as follows.

- **Student Information** (name, date of birth, gender etc)
- **Addresses** (students home address)
- **Telephone and Emails** (*students contact details*) *We ask that you **do not** update this area as this is for school use only.*
- **Cultural Information** (Ethnicity, Religion etc)
- **Dietary Needs** (Allergies, dietary requirements)
- **Nationality and Passports** (nationality, passport number etc)
- **Travel** (travel mode and route to school)
- **Contacts** (your own parent contact details such as name, address and contact details)

For those parents unable to utilise the SIMS Parent facility or who would prefer a paper alternative, this can be arranged by contacting the school via the details below.

**Email:** office@holmfirthhigh.co.uk      **Telephone:** 01484 691460

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