



## Data Protection Impact Assessment (DPIA)

**System:** My Child at School (MCAS)

**School:** Horsley Church of England Primary School

**Date:** 16.4.26

**DPO:** Gloucestershire County Council

---

### 1. Description of the processing

Horsley Church of England Primary School is introducing My Child at School (MCAS), a secure, cloud-based platform to support communication between the school and parents/carers.

The system will replace SMS messaging and will initially be used for:

- School communications and notifications
- Pupil attendance information
- Parent/carer contact details

The school may expand use of the platform in the future (e.g. additional modules), and this DPIA will be reviewed accordingly.

---

### 2. Nature, scope and context

This processing applies to all pupils on roll and their parents/carers.

Access will be restricted to:

- Authorised school staff
- Parents/carers (who will only be able to view information relating to their own child)

Processing will take place via a secure online portal and mobile application.

---

### 3. Personal data processed

- Pupil name, date of birth, class
- Parent/carer names

- Parent/carer contact details (email address, telephone number)
- Attendance information
- Communication records

**Special category data:**

- Yes  
 No (not within the initial scope of implementation)
- 

**4. Data controller and processor**

Horsley Church of England Primary School is the data controller.

The provider of My Child at School acts as the data processor under a contractual agreement.

---

**5. Purpose and lawful basis**

**Purpose:**

- To maintain effective and timely communication with parents/carers
- To support safeguarding through reliable contact methods
- To improve administrative efficiency

**Lawful basis under UK GDPR:**

- Article 6(1)(e) – Public task
  - Article 6(1)(c) – Legal obligation
- 

**6. Necessity and proportionality**

The processing is necessary to:

- Ensure communication is reliable, trackable and accessible
- Replace less efficient SMS-based systems
- Support the school in meeting its safeguarding and administrative responsibilities

Only the minimum necessary data is processed. Access is role-based and restricted.

---

**7. Data sharing**

Personal data will be shared only with the MCAS system provider for the purpose of delivering the service.

No data will be shared with third parties without consent unless required by law.

---

## 8. International transfers

The school will confirm the data hosting location of MCAS with the provider.

Where data is stored outside the UK, appropriate safeguards (such as UK adequacy regulations or standard contractual clauses) will be confirmed prior to full implementation.

---

## 9. Data retention

Data will be retained in line with the school's retention schedule.

Parent/carer access to MCAS will be removed when a pupil leaves the school.

---

## 10. Security measures

- Secure login credentials for all users
  - Role-based access controls
  - Encrypted data transmission
  - System security and maintenance managed by the provider
  - Staff training in data protection and appropriate use
- 

## 11. Risk assessment

Risk	Likelihood	Impact	Mitigation
Unauthorised access to accounts	Low	Medium	Password controls, restricted access
Data breach via cloud system	Low	High	Due diligence, Data Processing Agreement in place
Incorrect data visible to parents	Low	Medium	Access limited to own child's data
Loss of communication if system fails	Low	Medium	Contingency plans in place (alternative contact methods)

---

## 12. Mitigations and safeguards

- Data Processing Agreement in place with the provider
  - Provider compliance with UK GDPR and the Data Protection Act 2018
  - Access controls and audit trails
  - Staff training and awareness
  - School privacy notice updated to include MCAS
  - DPIA to be reviewed if additional MCAS functionality is introduced
- 

## 13. Consultation

- Gloucestershire County Council (DPO) consulted
  - Senior Leadership Team approval
  - ICT support (if applicable)
- 

#### **14. Outcome and actions**

- Approved – risks are low and appropriately mitigated

#### **Actions:**

- Confirm data hosting location with MCAS provider
  - Update and publish privacy notice
  - Issue parent communication regarding the new system
- 

#### **15. Sign-off**

Name: Gary Price

Role: Headteacher

Date: 16.4.26