



INFORMATION SHARING AGREEMENT

ESS SIMS / XPSS ("XamPro Server Sync")

Organisation/School:	
Start of Subscription:	

XamPro is a service offered by EduSoft LTD, a registered limited company trading in England & Wales (Company No: 15827181).

XamPro is a registered trademark with the Intellectual Property Office (Trade Mark Number: UK00004079035).

EduSoft LTD is registered with the **Information Commissioner's Office (ICO)** and strictly adheres to the Data Protection Act and GDPR to ensure the protection and confidentiality of all data. (Registration No: ZB799468)

XPSS ("XamPro Server Sync") is a Windows-based synchronization tool designed to extract data from ESS SIMS for the purpose of syncing school data from the MIS to the XamPro platform.

ESS SIMS is the property of its respective owner and is not affiliated with or owned by EduSoft LTD. References to ESS SIMS are made solely for the purpose of describing the functionality of XPSS.

SUMMARY SHEET

Title of Agreement:	ESS SIMS / XPSS integration for XamPro
Purpose of Agreement:	To facilitate the sharing of student, staff & teacher information between School/Organisation & Edusoft LTD for the purpose use in XamPro
Partners:	School/Organisation Name Here XamPro, operated by EduSoft LTD
Date of Agreement:	
Agreement Review Date:	
Agreement drawn up by:	

OVERVIEW OF AGREEMENT

This agreement establishes the terms and conditions governing the relationship between the organisation/school and EduSoft LTD. Prior to the exchange of any school or organisational data, all parties must provide their explicit consent.

The agreement clearly defines the expectations, responsibilities, and obligations of each party regarding the sharing and handling of data.

1. INTRODUCTION

1.1 This information sharing agreement has been drawn up by Edusoft Ltd, which sets out the core information sharing principles which have been agreed by its signatory schools/organisations.

1.2. The objective of this information sharing agreement is to provide data for use in XamPro.

1.3 In order to meet this objective it is necessary for partners to share selected information.

2. POLICY STATEMENTS AND PURPOSE

2.1 The purpose of this agreement is to populate XamPro with student, staff & parent details as exist in SIMS.

2.2 By synchronising with SIMS the data entry into XamPro is automated and accurately reflects school data.

2.3 Edusoft extracts only the data necessary for the functionality of XamPro. For instance, if the SMS module is used for behaviour-related notifications, access to behaviour data will be required accordingly.

3. PARTNERS

3.1 This agreement is between the partners listed from the following organisations:

- Edusoft LTD (“Data Processors”)
- [Organisation/School Here] (“Data Controllers”)

4. BASIS FOR SHARING INFORMATION

4.1 This agreement fulfils the requirements of the following:

- The Data Protection Act 1998 (sections 29(3) & 35(2)).
- The Data Protection Act 1998 (Principle 1) Schedules 2 and 3
- The Data Protection (Processing of Sensitive Personal Data) Order 2000/417
- The Human Rights Act 1998 (article 8);
- The Freedom of Information Act 2000
- The Crime and Disorder Act 1998 (section 115);
- Civil Contingencies Act 2000

(Continued)

4.1 This agreement fulfils the requirements of the following: (continued)

- Common Law Duty of Confidentiality
- Local Government Act
- The Children Act 1989
- The Children Act 2004

4.2 Any information shared and the processes used to share such information will be compliant with the relevant Human Rights legislation.

5. BASIS FOR SHARING INFORMATION

5.1. This agreement has been formulated to facilitate the exchange of student, teacher & school information between the signatories. It is, however, incumbent on all partners to recognise that any information shared must be justified on the merits of the agreement.

5.2 As stated in section 2.3, EduSoft will only extract the data necessary for the operation of XamPro modules. The specific data extracted will depend on the services to which the school/organisation is subscribed.

6. INFORMATION TO BE SHARED

6.1 Data to be shared is as follows:

XamPro Proctoring Module (“for exams”)	
Data Aspect	Reason
UPN	Used as a unique identifier to ensure accurate student record management, preventing duplication and maintaining consistency across different modules.
Adno	Helps track students within the school's MIS and aligns records between different school systems for administrative purposes.
Legal Forename	Required for accurate student identification for the purpose of exam administration.
Legal Surname	Required for accurate student identification for the purpose of exam administration.
Date of Birth	Required for accurate student identification for the purpose of exam administration.
Year Group	Essential for organising students into the appropriate academic cohort and for easy filtering of students within XamPro.

6.1 Data to be shared is as follows (continued)

XamPro Proctoring Module (“for exams”)	
Data Aspect	Reason
Gender	Used for identification and filtering students within the system, enabling efficient data management
On Roll Status	Determines whether a student is actively enrolled, ensuring data integrity.
Exam Number	Used for exam administration, linking students to their assigned examination entries and ensuring accurate data retrieval for results processing.

Alongside storing student-related information, XamPro provides an optional 'candidate verification' feature, which schools can enable or disable at their discretion. This verification process, commonly used by proctoring tools, captures a photo of the candidate before an examination begins—provided the device being used has an integrated webcam.

For consent details, please refer to (insert section here).

6.1 Data to be shared is as follows (continued)

XamPro School Information (“for exams”)	
Data Aspect	Reason
Exam Centre Number	Required for exam administration, ensuring correct identification of the school when registering students for XamPro sittings.
DfE Number	Used as a unique identifier for the school for identification of our schools.
URN Number	Essential for regulatory and compliance purposes, ensuring accurate identification of the school in official records and reports.
Local Authority	Helps determine the governing body responsible for the school, aiding in data reporting and compliance with local education policies.
Full Address	Necessary for official documentation, correspondence, and location-based services within XamPro.
Postal Code	Used for geographical identification, enabling regional filtering and reporting functionalities.
Country	Required for international compatibility and compliance with region-specific education regulations.
Telephone Number	Enables direct communication with the school for support, notifications, and administrative purposes.
Designated Data Controller	Identifies the responsible individual overseeing data protection and compliance within the school, ensuring GDPR and data security requirements are met.
E-Mail Address	Used for official communication, system notifications, and account-related correspondence for the school’s designated contacts.

6.2 Data to be shared is as follows (“SMS Module”)

The following data is extracted only if organisations or schools have subscribed to the optional SMS modules. If they have not subscribed, no data will be extracted.

If schools have an active subscription to our “SMS module”, we will extract the following information in addition to **data extracted in 6.1**

XamPro SMS Module	
Data Aspect	Reason
Ethnicity	Used as a filtering option within the platform to generate SMS messages for specific student groups when necessary.
House	Enables targeted SMS messages for students based on their assigned house, such as notifications for house-related events or competitions.
Main Telephone	Primary contact number for sending SMS messages to parents or guardians.
Home Telephone	Provides an alternative contact number for SMS notifications if the primary number is unavailable.
Mobile Number	Essential for delivering SMS messages regarding attendance, behaviour, and other SMS messages.
E-Mail	Used for sending SMS-related notifications when an alternative communication method is needed.
Home E-Mail	Provides an additional contact point for parents/guardians when sending SMS-related notifications.
Work E-Mail	Ensures SMS-related communication reaches parents/guardians at their workplace if necessary.
Priority	Determines the primary contact(s) for a student, ensuring SMS messages are sent to the most relevant person(s).
Parental Responsibility	Ensures SMS messages are only sent to contacts with legal responsibility for the student, maintaining compliance with data protection regulations.
Photo Available	Used as a filtering option within the platform to generate SMS messages reminding parents/guardians to provide a student’s photo if missing.
Eligible for Free School Meals	Allows targeted SMS messages to be sent to parents/guardians regarding free school meal eligibility and updates.
Eligible for Universal Free School Meals *	Ensures parents/guardians receive SMS notifications about government-funded free school meals where applicable.

* = Applicable to schools residing in Wales.

6.2 Data to be shared is as follows (“SMS Module”) - continued

XamPro SMS Module	
Data Aspect	Reason
Parent Title	Personalises SMS messages to parents/guardians, ensuring professional and respectful communication.
Parent Forename	Used for personalised SMS messages to improve engagement and clarity.
Parent Surname	Ensures SMS messages are correctly addressed to the appropriate parent/guardian.
Age	Age of student in number for the purpose of targeted SMS messages based on age ranges (e.g. 11 to 16 year olds).

6.3 Data to be shared is as follows (“SMS Module - Attendance”)

If schools have an active subscription to our “SMS attendance module”, we will extract the following information in **addition to data extracted in 6.1, 6.2.**

XamPro SMS Attendance Module	
Data Aspect	Reason
Attendance Percentage %	Used to generate SMS notifications for parents/guardians regarding their child's overall attendance rate, ensuring they are informed of attendance concerns.
Authorised Education Attendance (“AEA”) %	Enables SMS messages to be sent to parents/guardians, differentiating between authorised absences (e.g., medical appointments) and unauthorised absences.
Attendance Percentage with AEA %	Allows for more accurate attendance-related SMS notifications by factoring in authorised absences when communicating with parents.
Unauthorised Absence Percent %	Triggers SMS alerts to notify parents/guardians when a student has an increased rate of unauthorised absences, prompting intervention if necessary.
Unexplained Absence Percent %	Used to send SMS reminders requesting parents to provide a reason for their child’s absence if no explanation has been given.
Late After Registration	Generates SMS messages notifying parents/guardians when their child has arrived late after the registration period, helping to address punctuality issues.
Late Before Registration	Sends SMS alerts to inform parents when their child has arrived late but before registration closes, enabling early intervention to improve punctuality.

6.3 Data to be shared is as follows (“SMS Module - Attendance”)

If schools have an active subscription to our “SMS attendance module”, we will extract the following information in **addition to data extracted in 6.1, 6.2 and 6.3.**

XamPro SMS Attendance Module	
Data Aspect	Reason
Mark Code	Used to identify and categorise students with “N” coded marks to notify parents/carers of unexplained absences.
Mark Date	Ensures SMS messages are generated based on the correct attendance date, allowing timely notifications for absences, lateness, or attendance trends.
AM/PM	Differentiates between morning and afternoon attendance sessions, enabling targeted SMS messages for partial absences or lateness, ensuring parents receive precise attendance updates.

6.4 Data to be shared is as follows (“SMS Module – Behaviour & Detentions”)

If schools have an active subscription to our “SMS Behaviour & Detentions”, we will extract the following information in **addition to data extracted in 6.1.**

XamPro SMS Behaviour Module	
Data Aspect	Reason
Type	Identifies the category of behaviour (e.g., positive, negative, detention, commendation) to generate appropriate SMS notifications for parents/guardians.
Date	Ensures behaviour-related SMS messages reference the correct incident date, providing timely updates to parents.
Description	Provides context for behaviour-related SMS messages, offering the person generating the message a context behind the incident.
Outcome	Communicates the resolution or action taken for the person generating the message.
Recorded By	Identifies the staff member who logged the behaviour incident, used by the person generating the SMS message.
Points	Tracks behaviour points (positive or negative), also used for the reporting tool within XamPro for the person generating the SMS message.

7. HOW WILL THE INFORMATION BE TRANSFERRED

7.1 Edusoft LTD data sharing agreement provides details of the overall security standards required of participating organisations to manage the information they receive from other parties under this agreement. These must be respected by all signatories.

7.2. All communications between the organization/school and Edusoft LTD must be transmitted using **Transport Layer Security (TLS) protocol version 1.3**. **Edusoft LTD does not support any encryption standards lower than TLS 1.3.**

7.3 All users of Edusoft LTD and its products & services must be prepared to use two-factor authentication ("2FA").

7.4 All users of Edusoft LTD must be complicit with the use of strong passwords;

7.4.1 **Use at least 8 characters**, including both uppercase and lowercase letters.

7.4.2 Include **at least one number and one special character** (e.g., !@#\$%^&*).

7.4.3 **Avoid using easily guessable information** such as birthdays or common words.

7.4.4. Use unique passwords for different accounts to prevent security breaches.

7.5 XamPro Server Sync ("XPSS") utilises RESTful API communication, secured through an API key, to interact with our servers. Data extraction is conducted within the school's or organization's infrastructure. It is the responsibility of the school or organisation to ensure that XPSS is installed within a secure segment of their network and that appropriate file and folder permissions are configured to prevent unauthorised access to configuration files and the API key.

7.6 Edusoft LTD strictly enforces secure transmission protocols by prohibiting HTTP traffic and allowing only HTTPS communication.

8. ENSURING DATA QUALITY

8.1 Everyone sharing data under this agreement is responsible for the quality of the data they are sharing.

8.2 Before sharing data, officers will check that the information being shared is accurate and up to date to the best of their knowledge. If sensitive data is being shared which could harm the data subject if it was inaccurate, then particular care must be taken.

8.3 If a complaint is received about the accuracy of personal data which affects datasets shared with partners in this agreement, an updated replacement dataset will be communicated to the partners. The partners will replace the out of date data with the revised data.

8.4 Data extraction is conducted daily with datasets in article 6.1, 6.2 extracted once daily, typically between the hours of 01:00 – 06:00 GMT. Other dataset extractions in section

8.4.1. The extraction schedule for attendance and behaviour datasets (Articles 6.2, 6.3, and 6.4) shall be determined in coordination with the respective school or organisation, taking into account their specific curriculum arrangements.

9. INFORMATION USE, REVIEW, RETENTION AND DELETION

9.1 Partners to this agreement undertake that information shared under the agreement will only be used for the specific purpose for which it was shared, in line with this agreement. It must not be shared for any other purpose outside of this agreement.

9.2 In each case, the originating organisation remains the primary information owner and record keeper for the information that is shared.

9.3 The retention period for the information shared is until notified by the school or within 31 days of account closure.

9.4. Edusoft LTD will not release the information to any third party without obtaining the express written authority of the partner who provided the information.

9. INFORMATION USE, REVIEW, RETENTION AND DELETION (continued)

9.5 The following destruction process will be used when the information is no longer required:

- Printouts to be kept minimal & be shredded
- Hard deletion for electronic data after 14 days, including data held within backups.

9.6 If a partner leaves the agreement then all data will be deleted with 31 days of account closure and an export provided to the school if requested.

10. PARTY AGREEMENT

10.1 All involved parties accept responsibility for its execution and agree to ensure that staff are trained so that requests for information and the process of sharing itself are sufficient to meet the purpose of this agreement.

For completion by **[School/Organisation]**:

I confirm that I have read and understood this agreement and agree to the terms outlined. I acknowledge that I am responsible for ensuring compliance with the terms on behalf of **[School Name/Organisation]**.

Full Name:		Signature:	
Designation:	Headteacher / Principal	Date/Time:	

For completion by **EduSoft LTD**:

I confirm that I have read and understood this agreement and agree to the terms outlined. I acknowledge that I am responsible for ensuring compliance with the terms on behalf of **Edusoft LTD**.

Full Name:		Signature:	
Designation:	Director	Date/Time:	

Privacy Policy – <https://xampro.co.uk/privacy> | GDPR Policy – <https://xampro.co.uk/GDPR>