

## **SIMS Parent App Usage Policy**

This Policy applies wherever access to TLC's SIMS Parent App system interface is provided.

This Policy applies whenever information is accessed through the TLC's SIMS Parent App, whether the computer equipment is owned by TLC or not. The Policy applies to all those who make use of the TLC's SIMS Parent App service.

### **Ownership and Administration of this Policy**

TLC owns and administers the Policy.

### **Objectives of TLC's SIMS Parent Usage Policy**

Acceptable Use of the SIMS Parent App – All Users:

- Access to the SIMS Parent App is a privilege, not a right.
- Users are responsible for their behaviour.
- Conditions of use are respected; any breach of the conditions of use may lead to withdrawal of a user's access.

### **Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of TLC's data, the Authorised SIMS Parent App User and the individuals to which the SIMS Parent App data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to the TLC's SIMS Parent App system by authorised users.
- The wrongful disclosure of private, sensitive and confidential data.
- Exposure of TLC to vicarious liability for information wrongfully disclosed by authorised users.

### **Data Access**

This Policy aims to ensure all relevant aspects of the GDPR and Data Protection Act (2018) are adhered to.

This Policy aims to promote best use of the SIMS Parent App system to further the communication and freedom of information between TLC and parents/guardians.

### **SIMS Parent App Usage Policy Rules**

TLC's SIMS Parent App system is provided for use only by persons who are legally responsible for pupil(s) currently attending the School.

Access is granted only on condition that the individual agrees to the terms of this Policy, by returning a signed copy of the agreement, which will be held by the School for audit purposes.

Requests for Access to SIMS Parent App must be made to TLC using the SIMS Parent App Parental Access Form. Your signature on this form must confirm your legal responsibility for the pupil(s) currently attending the School. The School reserves the right to request additional legal documents to confirm parental/guardian entitlement.

## Personal Use

Information made available through the SIMS Parent App system is confidential and protected by law under the GDPR and the Data Protection Act (2018) To that aim:

Users must not distribute or disclose any information obtained from the SIMS Parent App system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility.

- Users should not attempt to access SIMS Parent App in any environment where the security of the information contained in SIMS Parent App may be placed at risk, for example, an internet café or public place.
- Users must not transfer information from the SIMS Parent App to any form of portable media, such as, pen drives or by electronic means, such as, email without the express permission of the School.

## Password Policy

You must assume personal responsibility for your username and password. Never use anyone else's username or password.

You must always keep your individual username and password confidential. These usernames and passwords should never be disclosed to anyone. Passwords and usernames should never be shared.

## Questions, Complaints and Appeals

SIMS Parent App users should address any complaints and enquiries about the SIMS Parent App system to TLC.

TLC reserves the right to revoke or deny access to SIMS Parent App of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- Court ruling preventing access to child or family members is issued
- Users found in breach of the SIMS Parent App Usage Policy.

If any Child Protection concerns are raised or disputes occur, the School will revoke access for all parties concerned.

Note: Where SIMS Parent App access is not available, TLC will still make information available according to GDPR and the Data Protection Act (2018).

Users are liable for any potential misuse of the system and/or breach of the GDPR and Data Protection Act (2018) that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

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GENERAL ENQUIRIES: [enquiries@tlccyprus.com](mailto:enquiries@tlccyprus.com) | ADMISSIONS: [admissions@tlccyprus.com](mailto:admissions@tlccyprus.com)

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