

Data Protection Impact Assessment Microsoft Teams

Cloud computing is a method for delivering information technology (IT) services in which resources are retrieved from the Internet through web-based tools and applications, as opposed to a direct connection to a server at the school Pens Meadow School operates a cloud-based system. As such Pens Meadow School must consider the privacy implications of such a system. The Data Protection Impact Assessment is a systematic process for identifying and addressing privacy issues and considers the future consequences for privacy of a current or proposed action.

Pens Meadow School recognises that moving to a cloud service provider has a number of implications. Pens Meadow School recognises the need to have a good overview of its data information flow. The Data Protection Impact Assessment looks at the wider context of privacy taking into account Data Protection Law and the Human Rights Act. It considers the need for a cloud-based system and the impact it may have on individual privacy.

The school needs to know where the data is stored, how it can be transferred and what access possibilities the school has to its data. The location of the cloud is important to determine applicable law. The school will need to satisfy its responsibilities in determining whether the security measures the cloud provider has taken are sufficient, and that the rights of the data subject under the UK GDPR is satisfied by the school.

Pens Meadow School aims to undertake this Data Protection Impact Assessment on an annual basis. A Data Protection Impact Assessment will typically consist of the following key steps:

1. Identify the need for a DPIA.
2. Describe the information flow.
3. Identify data protection and related risks.
4. Identify data protection solutions to reduce or eliminate the risks.
5. Sign off the outcomes of the DPIA.

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Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

What is the aim of the project? – Microsoft Teams is part of Office 365 and allows schools to communicate with staff, School Governors, parents and other key stakeholders.

Using Microsoft Teams it is also possible to set up a 'Live Event' whereby members of staff can present live to viewers who can be invited by an invite link. The event is one-way only and may be suitable for schools to deliver messages to large numbers, e.g. a virtual school assembly.

The Microsoft Teams app enables schools to:

- (1) Engage with others from anywhere.
- (2) Meet from anywhere with any number.
- (3) Call from anywhere.
- (4) Collaborate from anywhere.

The use of Microsoft Teams will help the school to deliver a cost-effective solution to meet the needs of the business.

Pens Meadow School will undertake the following processes:

1. Collecting personal data
2. Recording and organizing personal data
3. Structuring and storing personal data
4. Copying personal data
5. Retrieving personal data
6. Deleting personal data

By opting for a cloud-based solution the school aims to achieve the following:

1. Scalability
2. Reliability

3. Resilience
4. Delivery at a potentially lower cost
5. Supports mobile access to data securely.
6. Update of documents in real time
7. Good working practice, i.e. secure access to sensitive files

Microsoft Teams can be accessed from any location and from any type of device (laptop, mobile phone, tablet, etc).

The cloud service provider cannot do anything with the school's data unless they have been instructed by the school. The schools Privacy Notice will be updated especially with reference to the storing of pupil and workforce data in the cloud.

Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved? The Privacy Notices (pupil and workforce) for the school provides the legitimate basis of why the school collects data.

How will you collect, use, store and delete data? – The information collected by the school is retained on the school's computer systems and in paper files. The information is also stored in the cloud. The information is retained according to the school's Data Retention Policy.

What is the source of the data? – Pupil information is collected via registration forms when pupils join the school, pupil update forms the school issue at the start of the year, Common Transfer File (CTF) or secure file transfer from previous schools. Pupil information also includes classroom work, assessments and reports. Workforce information is collected through application forms, CVs or resumes; information obtained from identity documents, forms completed at the start of employment, correspondence, interviews, meetings and assessments.

Will you be sharing data with anyone? – [Pens Meadow School](#) routinely shares pupil information with relevant staff within the school, schools that the pupil attends after leaving,

the Local Authority, the Department for Education, Health Services, Learning Support Services, RM Integris and various third-party Information Society Services applications.

Pens Meadow School routinely shares workforce information internally with people responsible for HR and recruitment (including payroll), senior staff, with the Local Authority, and the Department for Education.

What types of processing identified as likely high risk are involved? – Transferring 'special category' data from the school to the cloud. Storage of personal and 'special category data in the Cloud. However, in terms of using Microsoft Teams the use of special category data will be limited to the lawful basis as outlined in the school's Privacy Notice (Pupil).

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

What is the nature of the data? – Pupil data relates to personal identifiers and contacts (such as name, unique pupil number, contact details and address). Characteristics (such as ethnicity, language, nationality, gender, religion, data of birth, country of birth, free school meal eligibility). Special education needs, safeguarding information, medical and administration (doctors information, child health, dental health, allergies, medication and dietary requirements). Attendance information, assessment, attainment and behavioral information. The school also obtains data on parents/guardians/carers including their name, address, telephone number and e-mail address.

Workforce data relates to personal information (such as name, address and contact details, employee or teacher number, bank details, national insurance number, marital status, next of kin, dependents and emergency contacts). Special categories of data (such as gender, age, ethnic group). Contract information (such as start dates, terms and conditions of employment, hours worked, post, roles and salary information, pensions, nationality and entitlement to work in the UK). Work absence information, information about criminal records, details of any disciplinary or grievance procedures. Assessments of performance (such as appraisals, performance reviews, ratings, performance improvement plans and related correspondence). Information about medical or health conditions.

Special Category data? – Some of the personal data collected falls under the UK GDPR special category data. This includes race; ethnic origin; religion; biometrics; and health. In terms of using Microsoft Teams special category data may be discussed.

Whatever special category data is used the school will ensure that it has a lawful basis to do this and that this is documented in the school's Privacy Notice (Pupil).

How much data is collected and used and how often? – Personal data is collected for all pupils. Additionally personal data is also held respecting the school's workforce, Board of Governors, Volunteers, and Contractors. Data relating to sports coaches and other educational specialist is contained within the Single Central Record to ensure health and safety and safeguarding within the school.

How long will you keep the data for? – The school will be applying appropriate data retention periods as outlined in its Data Retention Policy and the IRMS Information Management Toolkit for Schools.

Scope of data obtained? – How many individuals are affected (pupils 110, workforce 110, governors 9, volunteers 2)? And what is the geographical area covered? Reception, Year 1 to Year 6 pupils. Microsoft Teams will be used by the school for the purposes of communication. The school will act in accordance with the lawful basis it has for using personal data. This is outlined in the schools Privacy Notice (Pupil) and Privacy Notice (Workforce).

Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

The school provides education to its students with staff delivering the National Curriculum

What is the nature of your relationship with the individuals? – [Pens Meadow School](#) collects and processes personal data relating to its pupils and employees to manage the parent/pupil and employment relationship.

Through the Privacy Notice (pupil/workforce) [Pens Meadow School](#) is committed to being transparent about how it collects and uses data and to meeting its data protection obligation.

How much control will they have? – Access to the files will be controlled by username and password. Cloud Service provider is hosting the data and will not be accessing it.

The school will be able to upload personal data from its PC for the data to be stored remotely by a service provider. Any changes made to files are automatically copied across and immediately accessible from other devices the school may have.

Do they include children or other vulnerable groups? – In terms of using Microsoft Teams special category data may be shared verbally, for example, to provide an update on safeguarding concerns respecting a pupil(s).

Whatever special category data is used the school will ensure that it has a lawful basis to do this and that this is documented in the school's Privacy Notice (Pupil).

Are there prior concerns over this type of processing or security flaws? – Does the cloud provider store the information in an encrypted format? What is the method of file transfer? For example, the most secure way to transfer is to encrypt the data before it leaves the computer. Encryption does have its limitations in as much as the encryption key will need to be shared with others to access the data.

[Pens Meadow School](#) recognises that moving to a cloud-based solution raises a number of General Data Protection Regulations issues as follows:

- **ISSUE:** The cloud-based solution will be storing personal data including sensitive information
RISK: There is a risk of uncontrolled distribution of information to third parties.
MITIGATING ACTION: Microsoft Teams sits within Office Microsoft 365. Office Microsoft 365 sits within Microsoft Azure which provides a secure cloud-based service.

- **ISSUE:** Transfer of data between the school and the cloud
RISK: Risk of compromise and unlawful access when personal data is transferred.
MITIGATING ACTION: Encryption is identified in the UK GDPR as a protective measure that renders personal data unintelligible when it is affected by a breach.

Microsoft products and services such as Azure, Dynamics 365, Enterprise Mobility + Security, Office Microsoft 365, SQL Server/Azure SQL Database, and Windows 10 offer robust encryption for data in transit and data at rest

Microsoft Teams encrypts data in transit and at rest and uses Secure Real-time Transport Protocol (SRTP) for video, audio, files, chat, and desktop sharing.

- **ISSUE:** Use of third-party sub processors?
RISK: Non-compliance with the requirements under UK GDPR.
MITIGATING ACTION: Microsoft shares data with third parties acting as its sub processors to support functions such as customer and technical support, service maintenance, and other operations.

Any subcontractors to which Microsoft transfers Customer Data, Support Data, or Personal Data will have entered into written agreements with Microsoft that are no less protective than the Data Protection Terms of the Online Services Terms.

- **ISSUE:** Understanding the cloud-based solution chosen where data processing/storage premises are shared?
RISK: The potential of information leakage.
MITIGATING ACTION: Microsoft products and services such as Azure, Dynamics 365, Enterprise Mobility + Security, Office Microsoft 365, SQL Server/Azure SQL Database, and Windows 10 offer robust encryption for data in transit and data at rest
- **ISSUE:** Cloud solution and the geographical location of where the data is stored
RISK: Within the EU, the physical location of the cloud is a decisive factor to determine which privacy rules apply. However, in other areas other regulations may apply which may not be Data Protection Law compliant.
MITIGATING ACTION: Microsoft currently only promise to store Microsoft Teams data within the EU. Please note that Microsoft don't tell you which country or offer an option to pick a specific country (e.g. UK)

However, Microsoft do have a level of granularity for some parts of Office 365 (Exchange Online, SharePoint, etc) as follows:

- (1) Exchange Online mailbox content (e-mail body, calendar entries, and the content of e-mail attachments);
- (2) SharePoint Online site content and the files stored within that site;
- (3) files uploaded to OneDrive for Business, and;
- (4) project content uploaded to Project Online

Nevertheless, in any event, Microsoft will ensure that transfers of personal data to a third country or an international organization are subject to appropriate safeguards as described in Article 46 of the UK GDPR

In addition to Microsoft commitments under the Standard Contractual Clauses for processors and other model contracts, Microsoft is certified to the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks and the commitments they entail.

- **ISSUE:** Being transparent if and when meetings are recorded.
RISK: UK GDPR non-compliance.
MITIGATING ACTION: All recordings of meetings are accompanied by a notice that a recording is taking place. The notice also links to the schools Privacy Notice(s) for online

participants, and the school, as data controller, controls which attendees have permission to record.

- **ISSUE:** Cloud Service Provider and privacy commitments respecting personal data, i.e. the rights of data subjects
MITIGATING ACTION: When operating as a processor, Microsoft makes available to schools, as data controllers, the personal data of its data subjects and the ability to fulfil data subject access requests when they exercise their rights under the UK GDPR. This is done in a manner consistent with the functionality of the product and Microsoft's role as a processor.

RISK: UK GDPR non-compliance

If Microsoft receive a request from the school's data subjects to exercise one or more of their rights under the UK GDPR, Microsoft redirect the data subject to make its request directly to the data controller, i.e. the school. The Office 365 Data Subject Requests Guide provides a description to the data controller on how to support data subject rights using the capabilities in Office 365.

- **ISSUE:** Use of new technology that might be perceived as being privacy intrusive
RISK: UK GDPR non-compliance
MITIGATING ACTION: Potentially. The use of video conferencing within people's homes may be perceived by some as privacy intrusive. However, individuals are not compelled to join video calls or to join via video as it is possible to join via audio call only.

- **ISSUE:** Implementing data retention effectively in the cloud
RISK: UK GDPR non-compliance
MITIGATING ACTION: As set out in the Data Protection Terms in the Online Services Terms, Microsoft will retain Customer Data for the duration of the school's right to use the service and until all the school's data is deleted or returned in accordance with the school's instructions or the terms of the Online Services Terms.

At all times the school will have the ability to access, extract, and delete personal data

stored in the service, subject in some cases to specific product functionality intended to mitigate the risk of inadvertent deletion.

- **ISSUE:** Responding to a data breach
RISK: UK GDPR non-compliance
MITIGATING ACTION: Microsoft products and services—such as Azure, Dynamics 365, Enterprise Mobility + Security, Microsoft Office 365, and Windows 10—have solutions available today to help a school detect and assess security threats and breaches and meet the UK GDPR's breach notification obligations.
- **ISSUE:** Post Brexit
RISK: UK GDPR non-compliance
MITIGATING ACTION: Microsoft currently only promise to store Microsoft Teams data within the EU. Please note that they don't tell you which country or offer an option to pick a specific country (e.g. UK).

Nevertheless, in any event, Microsoft will ensure that transfers of personal data to a third country or an international organization are subject to appropriate safeguards as described in Article 46 of the UK GDPR.

In addition to Microsoft commitments under the Standard Contractual Clauses for processors and other model contracts, Microsoft is certified to the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks and the commitments they entail.

- **ISSUE:** Subject Access Requests
RISK: The school must be able to retrieve the data in a structured format to provide the information to the data subject
MITIGATING ACTION: Microsoft provides the ability to access, export, and delete system-generated logs that may be necessary to complete a Data Subject Access Request. Examples of such data may include: (1) product and service usage data such as user activity logs; (2) user search requests and query data; and (3) data generated by product and services resulting from system functionality and interaction by users or other systems.

- **ISSUE:** Data Ownership
RISK: UK GDPR non-compliance
MITIGATING ACTION: Microsoft is the data processor, processing the school's personal data through the use of Microsoft Teams. The school as data controller still has ownership of the data.
- **ISSUE:** Security of Privacy
RISK: UK GDPR non-compliance
MITIGATING ACTION: Microsoft is committed to helping protect the security of the school's information. In compliance with the provisions of Article 32 of the UK GDPR, Microsoft has implemented and will maintain and follow appropriate technical and organizational measures intended to protect Customer Data and Support Data against accidental, unauthorized, or unlawful access, disclosure, alteration, loss, or destruction.

Microsoft is subject to independent verification of its security, privacy, and compliance controls. In order to provide this, Microsoft undergo several independent third-party audits on a regular basis. For each one, an independent auditor examines Microsoft's data centres, infrastructure, and operations.

The following are examples of Microsoft's accreditation:

ISO 27001: is one of the most widely recognized, internationally accepted independent security standards. Microsoft has earned ISO 27001 certification for the systems, applications, people, technology, processes, and data centres that make up its shared Common Infrastructure

ISO 27017: is an international standard of practice for information security controls based on ISO/IEC 27002, specifically for Cloud Services. Microsoft has been certified compliant with ISO 27017 for its shared Common Infrastructure

ISO 27018: is an international standard of practice for protection of personally identifiable information (PII) in Public Cloud Services. Microsoft has been certified compliant with ISO 27018 for its shared Common Infrastructure.

The American Institute of Certified Public Accountants (AICPA) SOC 2 (Service Organization Controls) and SOC 3 audit framework defines Trust Principles and criteria for security, availability, processing integrity, and confidentiality. Microsoft

has SOC 1, SOC 2 and SOC 3 reports for its shared Common Infrastructure.

This means that independent auditors have examined the controls protecting the data in Microsoft's systems (including logical security, privacy, and data centre security), and assured that these controls are in place and operating effectively.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

The school moving to a cloud-based solution will realise the following benefits:

- Scalability
- Reliability
- Resilience
- Delivery at a potentially lower cost
- Supports mobile access to data securely.
- Update of documents in real time
- Good working practice, i.e. secure access to sensitive files

Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

The views of senior leadership team and the Board of Governors will be obtained. Once reviewed the views of stakeholders will be taken into account.

The view of YourIG has also been engaged to ensure Data Protection Law compliance.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

The lawful basis for processing personal data is contained in the school's Privacy Notice (Pupil and Workforce). The Legitimate basis includes the following:

- Childcare Act 2006 (Section 40 (2)(a))
- The Education Reform Act 1988
- Further and Higher Education Act 1992,
- Education Act 1994; 1998; 2002; 2005; 2011
- Health and Safety at Work Act
- Safeguarding Vulnerable Groups Act
- Working together to Safeguard Children Guidelines (DfE)

The school has a Subject Access Request procedure in place to ensure compliance with Data Protection Law.

The cloud-based solution will enable the school to uphold the rights of the data subject? The right to be informed; the right of access; the right of rectification; the right to erasure; the right to restrict processing; the right to data portability; the right to object; and the right not to be subject to automated decision-making?

The school will continue to be compliant with its Data Protection Policy

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
<p>Data transfer; data could be compromised</p> <p>Asset protection and resilience</p> <p>Data Breaches</p> <p>Subject Access Request</p> <p>Data Retention</p>	<p>Remote, possible or probable</p> <p>Possible</p> <p>Possible</p> <p>Possible</p> <p>Probable</p> <p>Probable</p>	<p>Minimal, significant or severe</p> <p>Severe</p> <p>Significant</p> <p>Significant</p> <p>Significant</p> <p>Significant</p>	<p>Low, medium or high</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
		Eliminated reduced accepted	Low medium high	Yes/no
Data Transfer	Secure network, end to end encryption	Reduced	Medium	Yes
Asset protection & resilience	Data Centre in EU, Certified, Penetration Testing and Audit	Reduced	Medium	Yes
Data Breaches	Documented in Microsoft's Online Services Terms	Reduced	Low	Yes
Subject Access Request	Technical capability to satisfy data subject access request	Reduced	Low	Yes
Data Retention	Implementing school data retention periods in the cloud	Reduced	Low	Yes

Step 7: Sign off and record outcomes

Item	Name/date	Notes
Measures approved by:	Headteacher	Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:	Headteacher	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	Yes	DPO should advise on compliance, step 6 measures and whether processing can proceed
<p>Summary of DPO advice:</p> <p>[DPO Advice provided]</p>		
<p>DPO advice accepted or overruled by: Yes If overruled, you must explain your reasons</p>		
<p>Comments:</p> <p>[DPO Advice provided]</p>		
<p>Consultation responses reviewed by: Headteacher If your decision departs from individuals' views, you must explain your reasons</p>		
<p>Comments:</p> <p>[Comments provided]</p>		
<p>This DPIA will kept under review by:</p> <p style="text-align: center;">Headteacher</p> <p>The DPO should also review ongoing compliance with DPIA</p>		