



PIMS Scope Statement

Policy Version Control	
Policy type	Single Academy Trust
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Document Owner & Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on the school's Shared Area.

1. Purpose

The purpose of this document is to provide a record of the scope of the personal information management system (PIMS). Content within this document feeds into the Academy Data Protection Policy. This document is reviewed bi-annually as part of a management review.

2. Responsibilities

- 2.1 The Data Protection Officer (DPO) is responsible for defining the scope of the PIMS and for ensuring that it takes into account all relevant internal and external issues, and the needs and requirements of interested parties.

3. Scope of the personal information management system

This scope specifies requirements for a personal information management system (PIMS), which provides a framework for maintaining and improving compliance with data protection legislation and good practice.

This scope is for use internally within Firthmoor Primary School.

In determining its scope for compliance with the GDPR, Firthmoor Primary School considers:

- any external and internal issues that are relevant to the purpose of Firthmoor Primary School and that affect its ability to achieve the intended outcomes of its PIMS;
- specific needs and expectations of interested parties that are relevant to the implementation of the PIMS;
- organisational objectives and obligations;
- the organisations acceptable level of risk; and
- any applicable statutory, regulatory or contractual obligations.

It is intended to be used by those responsible for initiating, implementing and maintaining a PIMS within an organisation.

Firthmoor Primary School's PIMS is intended to provide a common ground for the management of personal information, for providing confidence in its management, and for enabling an effective assessment of compliance with data protection legislation (GDPR) and good practice.

Firthmoor Primary School's PIMS will feed into, enhance and complement its ISO27001:2013 Information System Management System.

Firthmoor Primary School's PIMS does not cover its client's premises, systems and/or services. Any interaction from Firthmoor Primary School will be integrated into the PIMS.