

# Bulk Deletion of Pupil Data in SIMS

## Introduction

To assist schools in being GDPR compliant, schools are able to bulk delete pupil/student data in line with their own data retention policy.

If you are not sure what your schools Data Retention Policy says around the time timescales of retaining data, please refer to your schools' own Data Protection Officer (DPO).

Some schools have bought into the East Sussex Traded DPO Service, in which case, these schools will be able to contact the Schools DPO for support. This support service is **only** for those who have bought into the service via East Sussex Service 2 Schools.

Schools DPO Email: [Schools.DPO@eastsussex.gov.uk](mailto:Schools.DPO@eastsussex.gov.uk)  
01273 337610

## Protecting Pupils from Bulk Deletion Process

Individual pupil/students can be protected from bulk deletion should the school wish to.

### Individual Pupil/Student selection of Protect from Bulk Data Deletion check box

A school may feel that it wishes to exclude certain pupil/students from the bulk deletion process. Individual pupil/students can be protected from bulk deletion by selecting the **Protect from Bulk Data Deletion** check box in the **Basic Details** panel of the **Pupil (or Student) Details** page.

Note that pupils who have ever been SEN (including those who are marked as N) are excluded from bulk deletion by default and so this is only for other specific pupils where the school wishes to retain their full record.

1. Select **Focus | Pupil | Pupil Details**.
2. Find and open the required student record of the pupil you wish to protect.
3. In the **Basic Details** panel tick the **Protect from Bulk Data Deletion** checkbox.

Legal Forename	CARLTON
Middle Name(s)	
Legal Surname	Allcroft
Preferred Surname	Allcroft
Preferred Forename	CARLTON
Date of birth	11/04/1998
Age	20 years, 4 months
Gender	Male
Birth Certificate Seen	<input type="checkbox"/>
Protect from Bulk Data Deletion	<input checked="" type="checkbox"/>

[Quick Note](#)

4. Click **Save**.

## Bulk Update Tool

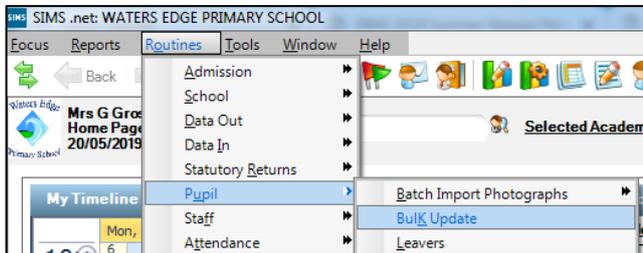
The facility to Bulk Update pupil/student information enables you to simultaneously assign values to a group of pupil/students, and then edit any individual exceptions if required. You may for example, wish to set the **Protect from Bulk Data Delete** to **Yes** for multiple pupil/students within a group. It is also a useful function for finding any missing values, such as missing Ethnicity or updating Parental Consents.

The following information can be edited using Bulk Update.

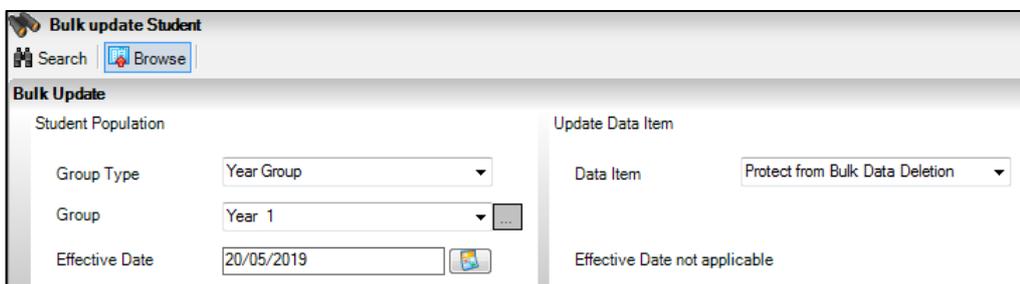
- Birth Certificate Seen
- Boarder Status
- Country of Birth
- Disabilities
- Emergency Consent
- English Additional Language
- Ethnic Data Source
- Ethnicity
- First Language
- First Language Source
- Gifted/Talented subject
- Home Language
- Home Religion
- Medical Condition
- Mode of Travel
- Parental Consent
- Proficiency in English (English Maintained schools)
- **Protect from Bulk Data Deletion**
- Pupil Nationality
- Pupil Premium Indicator
- SEN Provision Type
- SEN Status
- Service Children in Education
- Source of Service Children
- Speaks Welsh (Welsh schools)
- User Defined Fields (**True/False** and **Lookup** types only, as defined in **Tools | Setups | User Defined Fields**)
- Youth Support Services Agreement (Secondary schools).

## Bulk Pupil/Student selection of Protect from Bulk Data Deletion check box

1. Select **Routines | Pupil (or Student) | Bulk Update** to display the **Bulk Update Pupil (or Student)** browser.



2. In the **Student Population** section, select the required **Group Type** and **Group** from the drop-down lists.



The **Group Type** indicates the type of group you wish to work with whilst the **Group** allows you to select the specific group of pupil/students to edit. For example, selecting a **Group Type** of **Year** allows you to select a specific year from the **Group** drop-down list, such as **Year 1** or **<ANY>**.

3. The **Effective Date** is the date on which the group is based and defaults to today's date, e.g. the members of Year 1 today. This can be changed if required, by entering a new date or clicking the Calendar button and selecting a different date. Some data items are not dated and the Effective Date not applicable text is displayed.
4. In the **Update Data** Item section, select the required **Data Item** from the drop-down list. This is the item of data that you wish to edit for the selected group of pupil/students. In the example, **Protect from Bulk Data Deletion** has been selected.
5. Click the **Search** button to display a list of pupil/students matching the selected criteria, e.g. all pupil/students in **Year 1**.

Bulk Update Protect from Bulk Data Deletion - Year Group: Year 1 (as at 20/05/2019)				
1 Members				
1 Members				
Name	Year Group	Assigned	Yes	No
Adams, Sadie	1	No		✓
Alyona, Tatyana	1	No		✓
Andrews, Richard	1	No		✓
Bartram, Piers	1	No		✓
Bennet, Eloise	1	No		✓
Bronislaw, Tomaz	1	No		✓

The browser may automatically minimise (if you have applied this setting in **Tools | Setups | User Options**) to increase the available screen space (click the **Browser** button to display the browser if required). Members of the selected group are displayed together with the columns of data that can be edited.

The total number of records returned is listed at the bottom of the page. The totals are adjusted as the bulk edits are made.

<b>Total</b>	60		60	3	57
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TIP: This functionality can also be useful for finding records with missing information. For example, to find records where **Ethnicity** is missing, select **Ethnicity** as the **Group Type**, as the **Group** and **Ethnicity** as the **Data Item**. The missing information can then be entered.

- Right-click** the heading of a data entry column (white background) and select **Check All** to populate the column with ticks. Alternatively, select **Uncheck All** to remove all the ticks from the column. The Assigned column displays the selected choice.

Name	Year Group	Assigned	Yes	No	
Adams, Sadie	1	No		✓	<div style="border: 1px solid gray; padding: 2px;"> <b>Narrow Columns</b>                      Check All                 </div>
Alyona, Tatyana	1	No		✓	
Andrews, Richard	1	No		✓	
Bartram, Piers	1	No		✓	
Bennet, Eloise	1	No		✓	

- Click in the cell of a specific pupil/student to change an individual value as shown in the following graphic:

Hassan, Satvinder	1	No		✓
Hellerton, Brooke	1	No		✓
Hewitt, Mark	1	Yes	✓	
Inderjit, Isra	1	No		✓

- If required, undo any changes by clicking the **Undo** button – this returns the data to its original state.
- Once you have made all the required changes, click the **Save** button to bulk update the records. Click the **Print** button to export the list to Microsoft® Excel.

**TIPS:** Right-click the heading of a data entry column (white background) and select **Narrow Columns** to reduce the width of the columns.

Right-click the heading of any read-only column (grey background) and select any additional columns to be displayed from the pop-up menu, such as **Date of Birth, Ad No., Gender**, etc.

Single-click any column heading to order the data by that column.

Assign values to multiple pupil/students within the group using any of the following methods. Hold down the **Ctrl** key and click the row of each required pupil/student to highlight them. Release the **Ctrl** key, and then click in the required column to add a tick to the selected pupil/student. To enter values for sequentially listed pupil/students, single-click the first pupil/student, hold down the **Shift** key, then single-click the last required pupil/student in the list (alternatively, hold down the **Shift** key and press the **Down Arrow** key). Release the **Shift** key then click in the required column to add a tick to the selected pupil/students.

## Bulk Deletion of Pupil Data

Multiple pupil/students can be protected from bulk deletion either by using the Bulk Update routine or in each individual pupil/students record (previous chapters).

It is possible to run the bulk delete routine in the background. However, you are strongly advised against running the routine at the same time as running any other process-intensive activities on the SIMS SQL Server (e.g. Database Diagnostics, Validate Memberships, etc.).

1. Select **Routines | Pupil (or Student) | Bulk Delete Pupil (or Student) Data** to display the **Bulk Delete Pupil (or Student) Data** page.

**Bulk Delete Pupil Data**

Delete Status 2 Data to be Deleted 3 Pupils

**1 Delete Status**

**Background Delete Status:** No delete is running

**2 Data to be Deleted**

Note: To minimise potential disruption to other users, you may wish to run the bulk deletion routine outside school hours

Delete data for pupils who left within or before the academic year: 2013/2014

Delete All Pupil Data

Conduct Data <input checked="" type="checkbox"/>	SEN Data <input checked="" type="checkbox"/>	Performance Data <input checked="" type="checkbox"/>	Partnership Data <input checked="" type="checkbox"/>	Interventions Data <input checked="" type="checkbox"/>
Attendance Data <input checked="" type="checkbox"/>	Homework Data <input checked="" type="checkbox"/>	Alerts Data <input checked="" type="checkbox"/>	Concessions Data <input checked="" type="checkbox"/>	Communication Data <input checked="" type="checkbox"/>
Exclusions Data <input checked="" type="checkbox"/>	Curriculum Data <input checked="" type="checkbox"/>	EMA Data <input checked="" type="checkbox"/>	Fees Billing Data <input checked="" type="checkbox"/>	AD Provisioning Data <input checked="" type="checkbox"/>

2. In the **Data to be Deleted** Panel, selected the required academic year from the drop-down list. Only academic years from over three years in the past can be selected.

**NOTE:** If a school does not have over three years of pupil/student data, no academic years are displayed in the drop-down list.

3. Select the **Delete All Student Data** tick box, if this is your preferred option. All data relating to the pupil /student will be deleted, including any application data.

**2 Data to be Deleted**

Note: To minimise potential disruption to other users, you may wish to run the bulk deletion routine outside school hours

Delete data for pupils who left within or before the academic year: 2013/2014 ▼

Delete All Pupil Data

NOTE: Personal data for any student also recorded as an Employee, Contact, Enquirer, Agent and/or Bill Payer will be retained.

4. Alternatively, select the tick box of the data area(s) that you would like to delete, e.g. **Conduct Data**, to enable the Search button. TIP: If you use the hover help, by hovering over each of the data items e.g. **Conduct Data**, you will see a list of the main areas, not the specific fields which will be deleted as part of the bulk delete process.

**2 Data to be Deleted**

Note: To minimise potential disruption to other users, you may wish to run the bulk deletion routine outside school hours

Delete data for pupils who left within or before the academic year: 2013/2014 ▼

Delete All Pupil Data

Conduct Data	<input checked="" type="checkbox"/>	SEN Data	<input type="checkbox"/>	Performance Data	<input type="checkbox"/>	Partnership Data	<input type="checkbox"/>	Interventions Data	<input type="checkbox"/>
Attendance Data	<input type="checkbox"/>	Homework Data	<input type="checkbox"/>	Alerts Data	<input type="checkbox"/>	Concessions Data	<input type="checkbox"/>	Communication Data	<input type="checkbox"/>
Exclusions Data	<input type="checkbox"/>	Curriculum Data	<input type="checkbox"/>	EMA Data	<input type="checkbox"/>	Fees Billing Data	<input type="checkbox"/>	AD Provisioning Data	<input type="checkbox"/>

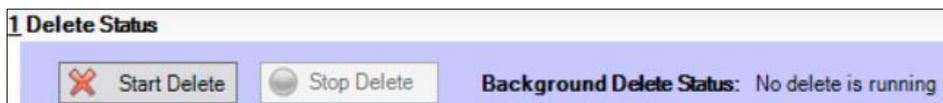
Search

5. Click the **Search** button to display the relevant pupil/students in the **Pupil (or Student)s** panel.
6. Only pupil/students who are not marked as **Ever In Care**, **Ever SEN** or **Protected** are selected by default. The **Ever SEN** column indicates whether the pupil/student:
  - has ever been recorded as having a special educational need;
  - and/or has a Gifted/Talented record
 The link between this column and the Gifted/Talented record will be removed in a future release. Pupil/students with a **Yes** displayed in the **Protected** column **cannot** have data deleted. Pupil/students with a **Yes** displayed in the **Ever In Care** or **Ever SEN** columns must be intentionally selected to avoid accidental data deletion of In Care or SEN pupil/students.

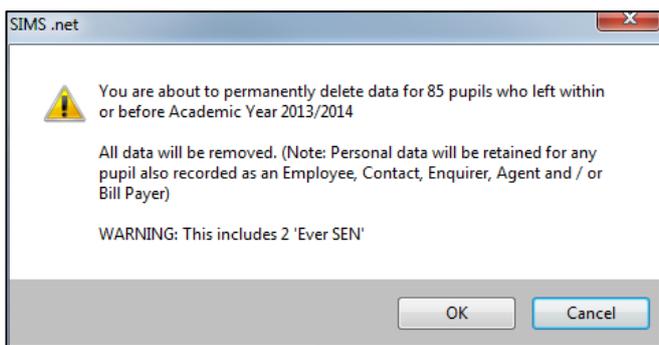
3 Pupils									
Number of matching pupils: 362 Number selected: 317									
<input type="checkbox"/>	Academic Year of Leaving	Current Age	Name	Gender	Date of Birth	Ever in Care	Ever SEN	Protected	
<input type="checkbox"/>	2008/2009	20	Allcroft, CARLTON	Male	11/04/1998			Yes	
<input checked="" type="checkbox"/>	2008/2009	20	Balley, MENA	Female	24/04/1998				
<input checked="" type="checkbox"/>	2008/2009	20	BEALE, Manjeev	Male	21/04/1998				
<input type="checkbox"/>	2008/2009	20	BECKFORD, Gumham	Male	25/11/1997		Yes		
<input checked="" type="checkbox"/>	2008/2009	20	Beckford, Miles	Male	26/01/1998				
<input checked="" type="checkbox"/>	2008/2009	20	Begum, BOB	Male	23/10/1997				
<input checked="" type="checkbox"/>	2008/2009	20	BESTER, LO	Female	06/02/1998				
<input checked="" type="checkbox"/>	2008/2009	20	BETADA, Miles	Female	11/11/1997				
<input checked="" type="checkbox"/>	2008/2009	20	Bridges, Belinda	Female	05/04/1998				
<input checked="" type="checkbox"/>	2008/2009	20	BYRNE, THOMAS	Male	01/06/1998				

In the example above, note that Carlton Allcroft is greyed out and cannot be selected as he has previously been protected. Gurnham Beckford is not automatically selected. This is because he is **Ever SEN**. He could however be selected by ticking the box in **Selection column**.

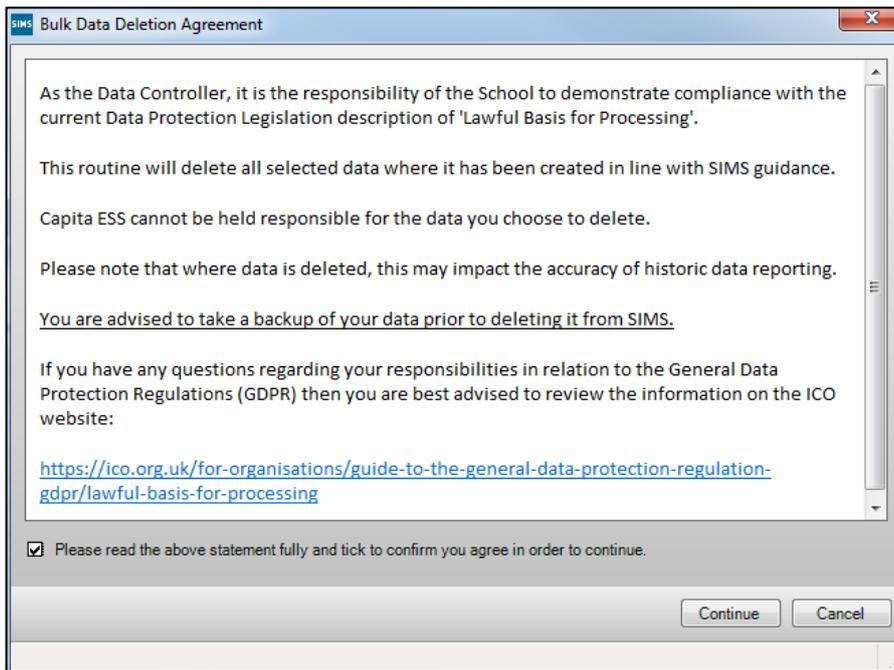
7. Select and deselect the check boxes adjacent to the relevant pupil/students. It is possible to select or deselect all pupil/students via the check box in the column header.
8. Click **Start Delete** button in the Delete Status panel. The process may take some time and can run in the background whilst other SIMS tasks are performed.



9. A confirmation message is displayed. Click **Continue** when you are ready to proceed.

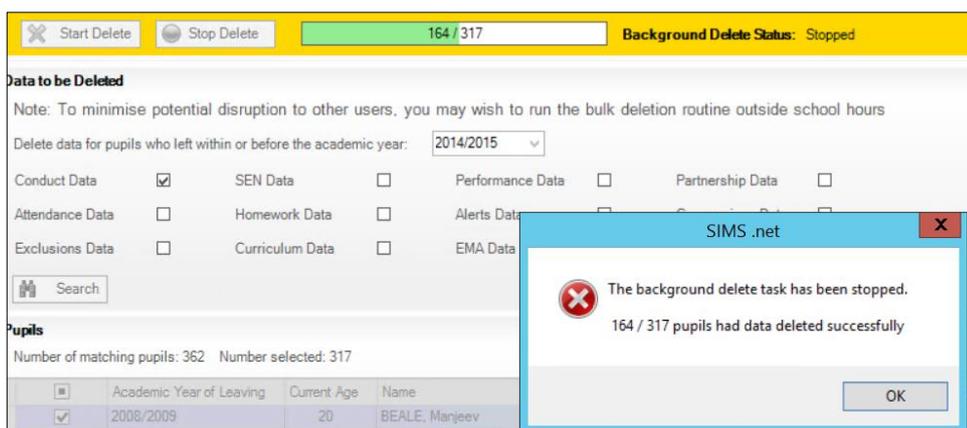


10. If you have selected any **Ever In Care** or **Ever SEN** pupil/students, an additional warning is displayed.
11. Click the **OK** button to continue with the deletion and display the **Bulk Data Deletion Agreement**.



12. . Ensure that you read and understand the agreement. Select the tick box then click the **Continue** button to begin the deletion. Stop the deletion at any time by clicking the **Stop Delete** button.

Deletion occurs on a student by student basis, deleting all data from the selected data areas for an initial pupil/student before moving on to the next. If you click the **Stop Delete** button, the deletion will stop when it has finished deleting all selected data areas for the pupil/student in progress.



13. When the deletion process has completed successfully, click the **OK** button on the confirmation dialog.

## Deleting Unlinked Persons from SIMS

Unlinked persons must be deleted from SIMS. These may be applicants, agents, pupils, employees, contacts or other individuals whose historical personal data should no longer be retained in line with GDPR guidelines. Unlinked persons could still be present because at the time of deletion, a secondary role for the individual may have existed within SIMS.

1. Select **Tools | Housekeeping | Delete Unlinked Persons** to display the **Delete Unlinked Persons** page.  
All unlinked persons recorded in SIMS database are displayed.

**IMPORTANT NOTE:** To assist schools in being GDPR compliant, you are strongly advised to delete all unlinked persons identified by this routine.

2. Select the tick box at the top of the left-hand column to highlight all the unlinked persons records.
3. Click the **Delete** button. This process may take several minutes to complete.
4. Confirm the deletion by clicking the **Yes** button.