

Schoolhub GDPR Statement

Last updated: 10 March 2025

1. Data Controller

The school you attend (or employ) is the Data Controller for all personal data captured via Schoolhub. ePrintingUK Ltd (“we”, “us”) acts solely as Data Processor on the school’s behalf.

2. Data Processor

We host and maintain the Schoolhub application and underlying infrastructure. Our processing activities are governed by a Data Processing Agreement with each school.

3. Personal Data Collected

- Identity & role: name, visitor/staff/pupil status (including photo, if provided)
- Contact details: email address and/or telephone number (where applicable)
- Sign-in/-out logs: date and time stamps for each entry and exit
- Reason for visit / late arrival / early leaver

4. Purpose of Processing

- To manage on-site sign-in and sign-out of visitors, staff and pupils
- To provide attendance reports and emergency contact lists
- To support schools’ health & safety and safeguarding obligations

5. Legal Basis

Processing is carried out under the school’s official authority and legitimate interests in ensuring site security, fire-safety and safeguarding.

6. Data Storage & Security

- Location: all data stored within AWS’s eu-west-1 region
- Encryption:
 - In transit via TLS
 - At rest with AES-256 on database volumes and S3 backups
 - Key database fields eg passwords and email address encrypted
- Access Control:
 - Unique user accounts with mandatory two-factor authentication
 - Role-based permissions restrict data visibility to nominated school staff
 - Geo-restriction to UK & Ireland traffic via Cloudflare
- Backups: encrypted daily snapshots, retained for 30 days

7. Data Retention

Schools decide how long to retain live data. A built-in “Delete” function lets nominated administrators remove records at any time. After deletion, data is purged from live systems immediately; backups are overwritten on their 30-day cycle.

8. Data Subject Rights

Individuals (or their parent/guardian) may, via the school:

- Request access to or a copy of their personal data
- Require rectification or erasure of inaccurate or excessive data
- Object to or restrict processing
- Request data portability

The school handles all Subject Access Requests within statutory timescales (one month). Where necessary, we'll assist the school in compiling and delivering the requested information.

9. Support & Contact

For questions about how your data is used by Schoolhub, or to exercise your rights, please contact your school's Data Protection Officer.

For technical enquiries (e.g. troubleshooting), email support@eprintinguk.com.