

Perspective Lite Secure Portal

Receiving Files from Derbyshire

August 2023

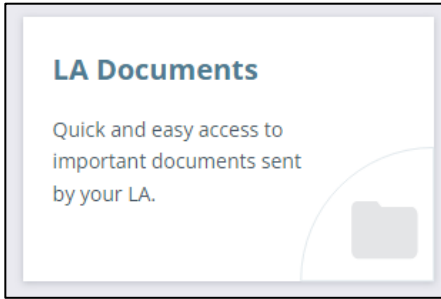


Perspective
Lite



Receiving Files from Derbyshire

The secure documents folder from Derbyshire is accessed via **LA Documents**.



DOCUMENT POOL

If you are unable to locate a document or have any queries regarding a document you have been sent, please **contact your Local Authority**. [SEE LATEST LA DOCUMENTS](#) [BACK TO HOME](#)

LA Documents

- Derbyshire Documents

Upgrade Perspective now to be able to **create your own folders** and **store your own documents**, such as evidence and policies. [Click here to find out more...](#)

You are here : LA Documents [UP FOLDER](#)

Type	Name	Updated At	Options
	Derbyshire Documents	-	view

Documents

To view LA Documents, click on 'Derbyshire Documents'.

Up to four folders will be visible, being the latest four months of the year so far.

DOCUMENT POOL

[UNLOCK MORE](#) [?](#) [⚙](#) [🔗](#)

If you are unable to locate a document or have any queries regarding a document you have been sent, please **contact your Local Authority**. [SEE LATEST LA DOCUMENTS](#) [BACK TO HOME](#)

LA Documents

- Confidential (Head Only)
- Derbyshire Documents**
 - 1 May Files
 - 2 June Files
 - 3 July Files
 - 4 August Files

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You are here : LA Documents > Derbyshire Documents [UP FOLDER](#)

Type	Name	Updated At	Options
	1 May Files	-	view
	2 June Files	-	view
	3 July Files	-	view
	4 August Files	-	view

Four standard folders have been created within each month – EHSR Report Confidential, General, SEND, Shared Services HR, but each folder will only be visible if there are documents within it.

The screenshot shows the 'DOCUMENT POOL' interface. At the top, there is a navigation bar with 'HOME', 'LA SERVICES', 'NEWS', 'WATCHSTED', and 'TOOLS'. A 'UNLOCK MORE' button is on the right. Below the navigation bar, the 'DOCUMENT POOL' title is displayed. A message states: 'If you are unable to locate a document or have any queries regarding a document you have been sent, please contact your Local Authority.' To the right of this message are buttons for 'SEE LATEST LA DOCUMENTS' and 'BACK TO HOME'. On the left, a sidebar shows a tree view of folders: 'LA Documents' (with a sub-folder 'Confidential (Head Only)') and 'Derbyshire Documents' (with sub-folders '1 May Files', '2 June Files', '3 July Files', and '4 August Files'). The '4 August Files' folder is selected. A blue banner above the main content area says: 'Upgrade Perspective now to be able to create your own folders and store your own documents, such as evidence and policies. Click here to find out more...'. Below this, the breadcrumb trail reads: 'You are here : LA Documents > Derbyshire Documents > 4 August Files'. A table lists the folders within the selected folder:

Type	Name	Updated At	Options
Folder	EHSR Report Confidential	-	view
Folder	General	-	view
Folder	SEND	-	view
Folder	Shared Services HR	-	view

An 'UP FOLDER' button is located in the top right corner of the table area.

Any documents sent to your school from Derbyshire will appear in these folders and the Headteacher will receive a daily email alert summarising any new documents that have arrived from the LA in the last 24 hours.

All documents uploaded to the secure area on **Perspective Lite** will only be made available for **90 days and will then be deleted.**

It is advisable that you download any files sent to you via the secure portal and save on to your school's network drive for future reference as soon as possible. This will ensure copies of documents containing confidential information are not held on a third-party system for excessive periods of time. Schools cannot delete files from the folders themselves, this needs to be done by the LA and schools should email cs.web@derbyshire.gov.uk with details of any file which requires deleting.

Access and Security

Under section 9.2 of the information sharing agreement your school has signed in order to access this system you are required to “take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data”.

You must make sure you have procedures in place to do everything reasonable to:

- make accidental compromise or damage unlikely during storage, handling, use, processing transmission or transport
- deter deliberate compromise or opportunist attack
- dispose of or destroy the data in a way that makes reconstruction unlikely
- promote discretion to avoid unauthorised access.

The Academy/school must have policies and systems in place to ensure information held on its information systems is held securely and in compliance with industry security standards and legislation.

When using the secure document transfer web portal ‘**NCER Perspective Lite**’ the headteacher of the academy/school is responsible for ensuring that only authorised staff within the academy/school have access to documents containing personal or commercially sensitive data shared via the portal by the Council.

Academies/schools should have in place procedures for reviewing who has access to this portal and ensure staff that leave or change roles in the academy/school have their access rescinded.

When using this portal, which is facilitated by the Council, schools must comply with the Council guidance on password policy in relation to it. Go to the [Passwords](#) page on the Derbyshire County Council website for further information.

Further Support

If you have any queries regarding these arrangements, please contact the Children’s Services Web Team on 01629 536797 or email our web team at cs.web@derbyshire.gov.uk.