

# Perspective Lite Secure Portal

## Sending Files to Derbyshire

October 2021



**Perspective**  
*Lite*



## Sending Files to Derbyshire

### 1. File naming convention

You can send a file to Derbyshire that is stored on your Computer/Network. Firstly, you need to apply the file naming convention which will ensure the correct service receives your information promptly:

830nnnn\_XXXdocumentdescriptionyyyymmdd

(1)      (2)                      (3)                      (4)

*Example file name: 8301102\_INFOeysreturn20170731*

The file name is made up of the following four elements:

1	A seven-digit School DfE number consisting of 830nnnn (830 = Derbyshire and the remaining four digits identify your school – eg. 8302000 for Leys Junior School)
2	XXX = DCC service code\team initials in <b>upper case</b> e.g. SEN (see list of Services below). This is vital as the document will not get to the correct Service without it.
3	Documentdescription = meaningful document description all in <b>lower case; keep it brief</b>
4	yyyymmdd = date e.g. 20161018 (or you can use a version number instead e.g. V01)

Service Code	Service Name
ADMISS	Admissions
AUD	Audit Service
AUTISM	Autism Outreach Service
BSS	Behaviour Support Service
BUS	Business Support
CME	Children Missing from Education
EHE	Elective Home Education
EIS	Education Improvement Service
EP	Education Psychology
EWS	Education Welfare
FIN	Finance
FSM	Free School Meals
GOV	Governor Support
HR	HR and Occupational Health Referrals
INC	Inclusion - Taps
INFO	Information and ICT
IPT	Integrated Pathways
OOST	Out of School Tuition
SAFE	Safeguarding, Child Protection
SEN	SEN – Grip, EHCP
SOC	Social Care -
SP	Starting Point
SSF	School Support Finance - Budget Monitoring
SSHR	HR Services – starters, leavers, adjusts, DBS, Time Team
SSEN	SSEN
VS	Virtual School

2. On the Menu Bar go to LA SERVICES then FILE RETURNS.



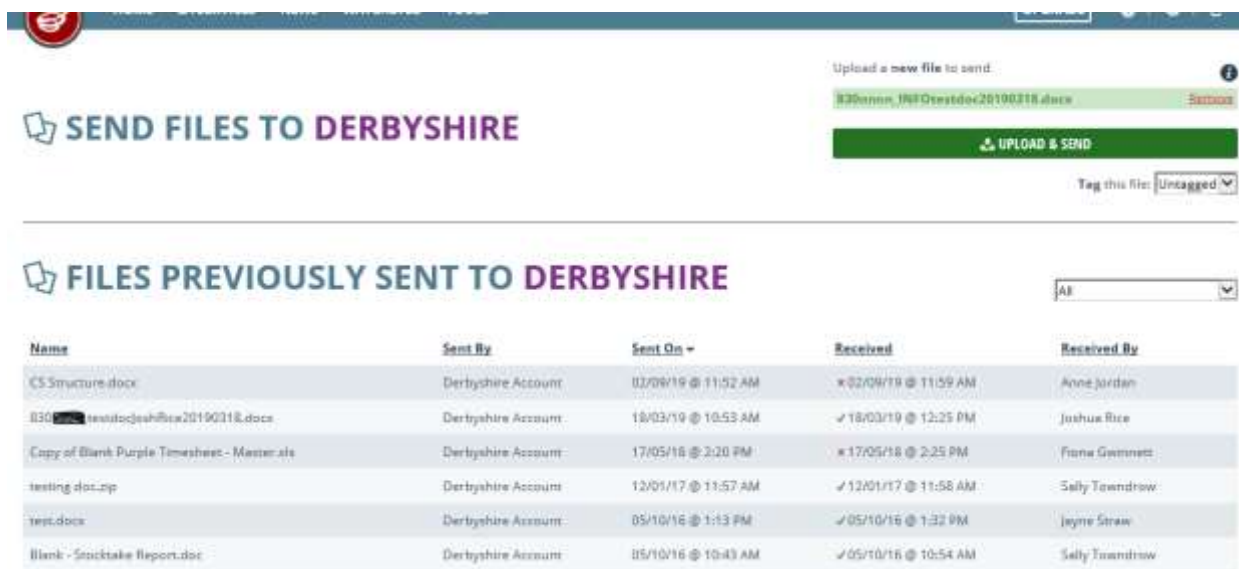
3. Use Browse for Files and select the file you wish to send from your computer/network and click Open.



4. **DO NOT** select a Tag for the Service you are sending the file to – leave as **Untagged** by using the ‘Tag this file:’ drop down list:



5. Finally click **Upload & Send** to securely transfer the file to Derbyshire.



6. A message will show on the screen to show that your file has been uploaded correctly.



7. It is essential the file is named correctly for it to reach the correct recipient. If it is not named correctly the file may be rejected by Derbyshire in which case you will see a red cross against the Received date and time and the Headteacher will receive an email stating the file has been rejected and by whom. Files received correctly by Derbyshire and passed on to the Service will have a green tick and the name of the person who downloaded the file.

Name	Sent By	Sent On	Received	Received By
20210924 1116.PNG	Derbyshire Account	29/09/21 @ 2:19 PM	✓ 29/09/21 @ 2:27 PM	Alexandra Mackay
830nmmn_INFQtestdoc20190318.docx	Derbyshire Account	22/01/20 @ 12:52 PM	✓ 22/01/20 @ 4:24 PM	Joshua Rice
830nmmn_INFQtestdoc20190318.docx	Derbyshire Account	09/10/19 @ 12:52 PM	✗ 09/10/19 @ 12:56 PM	Anne Jordan
CS Structure.docx	Derbyshire Account	02/09/19 @ 11:52 AM	✗ 02/09/19 @ 11:59 AM	Anne Jordan

8. If you believe you have uploaded the wrong document, or you wish to make changes to it, click the **RECALL** option next to it. Please note that once the file has been received by the LA, you will be unable to recall it.



9. If you have multiple documents to go to a specific Service these can be uploaded in a folder. However, the folder must be **zipped and named correctly**.

**N.B.** When you have uploaded and sent your file, a copy is available for you to download from the ‘Files Previously Sent to Derbyshire’ section. These files will remain available in the secure area for 90 days.

Always keep a copy of any files you upload on your secure school network.

## 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](mailto:cs.web@derbyshire.gov.uk).