

For Office Use Only

Online Notification Process

Page reference: Notification Form

NOTIFICATION FORM

Please **Read** and **Sign** the Declaration when you print the form. The whole of this form must be signed and returned to this office, with the fee, in order for it to be a valid application. Any incomplete, unsigned forms or those forms missing a fee, will be returned.

Notification reference: ole326
1984 Registration:
Headteacher registration:
Governing Body registration:
Data Controller: .
Data Controller Address: .

Data Controller Postcode:

Company Registration Number:

Contact Details:

(These details will not appear on the Register but will be used by us for all correspondence.)

Name:

Job title:

Address: .

Postcode:

Phone number:

Fax number:

Email:

Trading Names:

Purposes

Base Template: N860 School (community schools)

(Office use: purposes added)

Purposes:

Accounts and records

Subjects

Complainants, correspondents and enquirers
Staff including volunteers, agents, temporary and casual workers
Students and pupils
Suppliers

(Office use: +S100 +S102 +S104 +S108)

Classes

Education and training details
Employment details
Financial details
Goods or services provided
Personal details

(Office use: +C200 +C202 +C203 +C204 +C205)

Recipients

Business associates and other professional advisers
Central government
Current, past or prospective employers of the data subject
Data processors
Data subjects themselves
Department of Education for Northern Ireland
Education and Library Boards
Education, training establishments and examining bodies
Employees and agents of the data controller
Local government

(Office use: +R400 +R402 +R404 +R405 +R406 +R418 +R419
+R425 +UD +UD)

Transfers

None outside the EEA

(Office use:)

Names of countries:

Advertising, marketing, public relations, general advice services

Advertising, marketing and promotion of the school by direct marketing and other means.
The provision of general information and advice to members of the public about the school and the services it offers.

Identification of potential donors.

Fundraising by direct marketing and other methods.

Subjects

Advisers, consultants and other professional experts
Complainants, correspondents and enquirers
Donors and potential donors
Persons who may be the subject of enquiry/press release/promotional exercise
Relatives, guardians and associates of the data subject
Staff including volunteers, agents, temporary and casual workers
Students and pupils

(Office use:)

Classes

Education and training details
Employment details
Family, lifestyle and social circumstances
Financial details
Personal details

(Office use:)

Recipients

Data processors
Data subjects themselves
Employees and agents of the data controller
Relatives, guardians or other persons associated with the data subject
School boards/school staff/board of governors
Suppliers, providers of goods or services
The media

(Office use: +R425)

Transfers

Worldwide

(Office use:)

Names of countries:

Crime prevention and prosecution of offenders(including CCTV)

Subjects

Offenders and suspected offenders
Staff including volunteers, agents, temporary and casual workers
Students and pupils

(Office use: +S100 +S108 +S109)

Classes

Offences (including alleged offences)
Personal details

(Office use: +C200 +C212)

Recipients

Data subjects themselves
Education and Library Board
Employees and agents of the data controller
Police forces

(Office use: +R400 +R406 +R416 +UD)

Transfers

None outside the EEA

(Office use:)

Names of countries:

Education

Administration of education and training (e.g. registration, monitoring and reporting, calculation and publication of exam results, provision of references)
Provision of education and training (e.g. planning and control of curricula and exams, commissioning, validating and producing educational materials, arrangement of work experience placements).
Preparation of DfES returns.

Subjects

Advisers, consultants and other professional experts
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject

Staff including volunteers, agents, temporary and casual workers
Students and pupils

(Office use:)

Classes

Attendance Records
Disciplinary records
Education and training details
Employment details
Family, lifestyle and social circumstances
Financial details
Goods or services provided
Personal details
Physical or mental health or condition
Racial or ethnic origin
Religious or other beliefs of a similar nature
Student records

(Office use: +UD)

Recipients

Central government
Current, past or prospective employers of the data subject
Data processors
Data subjects themselves
Department of Education for Northern Ireland
Department of Employment and Learning
Education and Library Boards
Education, training establishments and examining bodies
Employees and agents of the data controller
Healthcare, social and welfare advisers or practitioners
Local government
Relatives, guardians or other persons associated with the data subject
Suppliers, providers of goods or services
The media
Voluntary and charitable organisations

(Office use: +R419 +R425 +UD +UD +UD -UD -UD -R429)

Transfers

None outside the EEA

(Office use:)

Names of countries:

Educational support and ancillary purposes

To include processing for purposes supplementary to the provision of education and training
e.g.

Administration and provision of health care services.

Administration and provision of welfare and pastoral services.

Administration and provision of library services (including membership records, loan/hire records, information and databank administration).

Careers guidance.

Planning and administration of events (e.g. social, sports, school trips etc.) Organisation of parent-teachers and other associations and events involving parents/guardians of pupils.

Organisation and alumni and other associations and events involving former pupils and students.

Subjects

Advisers, consultants and other professional experts
Authors, publishers, editors, artists, and other creators
Complainants, correspondents and enquirers
Healthcare, Social and Welfare Advisers and Practitioners

Relatives, guardians and associates of the data subject
School staff, members of school boards/boards of governors
Staff including volunteers, agents, temporary and casual workers
Students and pupils
Suppliers
Welfare and pastoral professionals and advisors
(Office use: +UD -UD)

Classes

Attendance Records
Disciplinary records
Education and training details
Employment details
Family, lifestyle and social circumstances
Financial details
Goods or services provided
Offences (including alleged offences)
Personal details
Physical or mental health or condition
Racial or ethnic origin
Religious or other beliefs of a similar nature
Sexual life
Student records
(Office use: +UD)

Recipients

Central government
Courts / tribunals
Current, past or prospective employers of the data subject
Data subjects themselves
Education and Library Boards
Education, training establishments and examining bodies
Employees and agents of the data controller
Financial organisations and advisers
Healthcare, social and welfare advisers or practitioners
Local government
Police forces
Professional representatives and advisors
Relatives, guardians or other persons associated with the data subject
Suppliers, providers of goods or services
(Office use: +R419 +UD -R429)

Transfers

None outside the EEA

(Office use:)

Names of countries:

Schools administration

Administration and management of school property.
Planning and administration of repair and maintenance, access, security and safety arrangements.
Office administration (including office directories, e-mail, word processing, dealing with enquiries and complaints)
Administration in connection with board of governors etc.

Subjects

Advisers, consultants and other professional experts
Business or other contacts
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject

School staff, members of school boards/boards of governors
Staff including volunteers, agents, temporary and casual workers
Students and pupils
Suppliers

(Office use:)

Classes

Education and training details
Employment details
Financial details
Personal details

(Office use:)

Recipients

Central government
Courts / tribunals
Data processors
Data subjects themselves
Department of Education for Northern Ireland
Education and Library Boards
Employees and agents of the data controller
Financial organisations and advisers
Local government
Relatives, guardians or other persons associated with the data subject
School boards/school staff/board of governors
Suppliers, providers of goods or services

(Office use: +R419 +R425 +UD +UD)

Transfers

None outside the EEA

(Office use:)

Names of countries:

Staff, agent and contractor administration

The administration of prospective, current and past employees including self-employed, contract personnel, temporary staff or voluntary workers.

Planning and management of staff workload and/or business activities.

Administration of agents or other intermediaries.

Vetting checks.

Staff training.

Occupational health services.

Disciplinary matters, industrial tribunals etc.

Subjects

Advisers, consultants and other professional experts
Agents and contractors
Previous and prospective employers of the data subject, and other referees
Relatives, guardians and associates of the data subject
Staff including volunteers, agents, temporary and casual workers
Suppliers

(Office use:)

Classes

Education and training details
Employment details
Family, lifestyle and social circumstances
Financial details
Goods or services provided
Offences (including alleged offences)
Personal details

Physical or mental health or condition
Racial or ethnic origin
Religious or other beliefs of a similar nature
Trade union membership

(Office use: +C208)

Recipients

Careers service
Central government
Courts / tribunals
Current, past or prospective employers of the data subject
Customers and clients of the data controller for goods and services
Data processors
Data subjects themselves
Department of Education for Northern Ireland
Education and Library Boards
Education, training establishments and examining bodies
Employees and agents of the data controller
Employment and recruitment agencies
Financial organisations and advisers
Healthcare, social and welfare advisers or practitioners
Local government
Police forces
Relatives, guardians or other persons associated with the data subject
Suppliers, providers of goods or services
Survey and research organisations
Trade unions and staff associations

(Office use: +R425 +UD +UD)

Transfers

None outside the EEA

(Office use:)

Names of countries:

Have you taken any measures to guard against unauthorised or unlawful processing of personal data and against accidental loss or damage? Yes

Do the measures include:

Adopting an information security policy? Yes

Taking steps to control physical security? Yes

Putting in place controls on access to information? Yes

Establishing a business continuity plan? Yes

Training your staff on security systems and procedures? Yes

Detecting and investigating breaches of security should they occur? Yes

Adopting the British Standard on Information Security Management BS7799? No

Does your notification cover all your processing of all personal data? Yes

Are you exempt from notification but have decided to notify voluntarily? No

You are paying by BACS? No

DECLARATION

To the best of my knowledge and belief the particulars given on this form are correct and complete. I confirm that I am the Data Controller named on this form or that I am authorised to act on behalf of the Data Controller.

Signature

Name
(please print)

Job Title
(please print)

Date

Contact Tel No.

You should print (the whole of) this form using your browser's print button or menu option. You then need to sign the declaration at the bottom of this application form and post **ALL** of the completed Notification form with **a fee for £35**, made payable to the Information Commissioner, back to this office in order for it to be a valid application. You can print off two copies or photocopy the original and keep one for future reference if necessary. Please note: this form cannot be sent online or faxed to us, it must be sent by post. The period of registration is **one year**, commencing on the date this form is received by us or if sent by recorded delivery/registered post, the day **after** the date of posting.

Please return your form and fee or completed direct debit form to:

Information Commissioner's Office
PO Box 66
Wilmslow
Cheshire
SK9 5AX

We will write to tell you when we have received your notification form. If we have any queries or need further information we will contact you.