



Information Commissioner's Office

For office use only

Online Notification Process

Progress Bar



Notification reference: ayb524
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.

PART 1

Notification reference:

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:

Organisation:

Address:

Postcode:

Phone Number:

Fax number:

Email:

Trading Names:

Purposes

Base template: N859 School

(Office use: purposes added)

Purposes:

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).

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
 Suppliers

(Office use:)

Classes

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
 Attendance Records

(Office use: +UD)

Recipients

Careers service
 Central government
 Current, past or prospective employers of the data subject
 Data subjects themselves
 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
 Department of Education for Northern Ireland
 Education and Library Board

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

Transfers

None outside the EEA
 Names of countries:

(Office use:)

Educational support and ancillary purposes

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

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 of 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

Health professionals.

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:)

Classes

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

Attendance Records

(Office use: +UD)

Recipients

Business associates and other professional advisers

Careers service

Central government

Courts / tribunals

Current, past or prospective employers of the data subject

Data subjects themselves

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

Relatives, guardians or other persons associated with the data subject

Suppliers, providers of goods or services

Department of Education for Northern Ireland

Education and Library Boards

(Office use: +R419 +UD +UD)

Transfers

None outside the EEA -
Names of countries:

(Office use:)

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.
The administration of supplier records relating to goods, orders, services and accounts provided to the school

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
Goods or services provided
Personal details

(Office use:)

Recipients

Central government
Courts / tribunals
Data subjects themselves
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
Data Processors
Department of Education for Northern Ireland
Education and Library Boards

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

Transfers

None outside the EEA
Names of countries:

(Office use:)

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 service.

Pensions administration.

Disciplinary matters, industrial tribunals

Subjects

Advisers, consultants and other professional experts

Agents and contractors

Other Referees

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

Data subjects themselves

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

Legal representatives

Local government

Police forces

Recipients of school services

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

Department of Education for Northern Ireland

Education and Library Board

(Office use: +UD +UD)

Transfers

None outside the EEA
Names of countries:

(Office use:)

Advertising, marketing, public relations, general advice services

Advertisement, 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
Persons making an enquiry or complaint
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
Names of countries:
refers to information published on school website

(Office use: Changed)

Crime prevention and prosecution of offenders(including CCTV)

Includes the use of closed-circuit television for the monitoring and collection of visual images for the purpose of maintaining the security of premises, for preventing crime and for investigating crime.

Subjects

- Customers and clients
- Members of the public
- Offenders and suspected offenders
- Those inside, entering or in the immediate vicinity of the area under surveillance

(Office use:)

Classes

- Criminal proceedings, outcomes and sentences
- Goods or services provided
- Offences (including alleged offences)
- Personal details
- Visual images

(Office use:)

Recipients

- Business associates and other professional advisers
- Data subjects themselves
- Employees and agents of the data controller
- Persons making an enquiry or complaint
- Police forces
- Security organisations
- Suppliers, providers of goods or services

(Office use:)

Transfers

- None outside the EEA
- Names of countries:

(Office use:)

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
- Education, training establishments and examining bodies
- Employees and agents of the data controller
- Local government
- Department of Education for Northern Ireland
- Education and Library Board

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

Transfers

None outside the EEA

Names of countries:

(Office use: Changed)



PART 2

■ Security Statement

Do the measures taken by you include:

Adopting an information security policy? **Yes**

Taking steps to control physical access 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**

■ Statement of exempt processing

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

■ Voluntary Notification

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

■ Public Authority

Are you a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland)? **Yes**

■ Tier Assessment

You have assessed that the data controller is in **Tier 1** and that the new notification fee is **£35**

■ Fee Payment

Are you paying by BACS? **No**

■ DECLARATION

To the best of my knowledge and belief, the particulars given above are correct. I confirm that I am / I am authorised to act on behalf of [delete as appropriate] the Data Controller. I am aware that if false information is provided in a notification, this may be an offence under section 5 of the Perjury Act 1911, Article 10 of the Perjury (Northern Ireland) Order 1979 (SI 1979/1714 (NI 19)) or section 44(2) of the Criminal Law (Consolidation) (Scotland) Act 1995 (as applicable).

Signature

Name

(please print)

Job Title

(please print)

Date

Contact Tel No.



What to Do Now

- You should print the whole of this form using the button below.
- Sign the declaration above and post **ALL** of the completed Notification form **with a fee for £35** (Please make cheques payable to the Information Commissioner)
- Print or take a copy of the notification form for future reference.

Please note: You have to submit the forms by post, you cannot submit them online or fax them to us.

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 processed your notification form. If we have any queries or need further information we will contact you.

