

**Mission Statement:**  
Creating tomorrow's successful and  
caring citizens today.



## GFM External Data Sharing Approval Form

Policy Updated By	Latest Publish Date	Monitoring Cycle
School Support Center	February 2023	Annually

### Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	February 2023
The implementation of this policy will be monitored by the:	Principal and Senior Leadership Team
The Policy will be reviewed bi-annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	February 2024
Should serious incidents take place, the following external persons/agencies should be informed:	Akram Tarik (Principal) and in his absence Jeremy Hallum (Vice Principal)

### TO BE FILLED BY REQUESTER

DEPARTMENT/SCHOOL:		DATE OF REQUEST:	
REQUESTOR:	Name:	Employee ID:	E-mail:
	Designation:		Contact Number:
APPROVER: (Principal / Head of School / HOD - SSC)	Name:	Employee ID:	E-mail:
	Designation:		Contact Number:
REQUEST TYPE: (Select one)	<input type="checkbox"/>	Share data with a third-party	<input type="checkbox"/>
			Others - Please specify .....

### Vision

*'At GFM we empower students to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'*



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<b>THIRD-PARTY DETAILS:</b> (Provide all information)	Third-Party Full Legal Name	Third-Party Contact Person (Full Name & Contact number):
	Mode of data transfer: Email, Portal / website upload, SFTP etc:	Third-Party Website:
<b>TYPE / CATEGORY OF INFORMATION SHARED</b> (List fields that will be shared)	Example list of data fields being shared: 1. First Name 2. Middle Name 3. Last Name 4. Gender 5. Date of Birth 6. Emirates ID 7. Passport Number 8. Parent Name	9. Home Address 10. Mobile Number / Parent Mobile Number 11. Email Address / Parent Email Address 12. Nationality 13. Religion 14. School Registration Number 15. Health Records of the Child
	<b>NUMBER OF RECORDS</b> State the number of records being shared. Ex: Information on 500 students requires to be shared.	
<b>BUSINESS JUSTIFICATION</b> (State the purpose for sharing data in detail)	Example 1:  Personal data of Five Class 10 students will be shared with ACME LLC Company. The data is being shared to register the Five students on behalf of the school to a Science competition (Regional Science Competition).  Specified data fields have been requested by the organizers in-order to enroll the student in the competition.	
	Example 2:  School data including personal records of students, teachers and parents will be uploaded to an online School Management System. School Management system will be utilized for handling	

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<b>SAFEGUARDS IN PLACE</b> (Check all safeguards that are currently in-place)	<input type="checkbox"/>	Contractual agreement including non-disclosure and indemnity clause has been signed with the Third-Party that is receiving data*
	<input type="checkbox"/>	Parental consent has been obtained <u>for every child</u> whose information is being shared*
	<input type="checkbox"/>	Other

\* Please attach evidence of implemented safeguards

<b>Requestor Signature**</b>	<b>Approver Signature**</b> (Principal / Head of School / HOD - SSC)

\*\* Date of approval to be included

TO BE FILLED BY INFORMATION SECURITY	
Approval Status	Remarks
<input type="checkbox"/> APPROVED	
<input type="checkbox"/> APPROVED (Additional safeguards to be implemented before sharing)	
<input type="checkbox"/> REJECTED	

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Approver Name	Date	Approver Signature

Signed..... Date.....

Principal/CEO

Policy review date: January 2023

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Approver Name	Date	Approver Signature

Signed.....

Date..... March 2023

Principal/CEO

Policy review date: February 2024

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