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



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)

SPECIAL NO.		TO BE FILLED BY REQUEST	TER	
DEPARTMENT/SCH	IOOL:		DATE OF REQUEST:	
	Name:	Employee ID:	E-mail:	
REQUESTOR:		Designation:	Contact Number:	
APPROVER: (Principal / Head of School / HOD - SSC)	Name:	Employee ID:	E-mail:	
	Designation:		Contact Number:	
REQUEST TYPE: (Select one)		Share data with a third-party	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.'





GFM External Data Sharing Approval Form

THIRD-PARTY DETAILS:	Third-Party Full Legal Name	Third-Party Contact Person (Full Name & Contact number)
(Provide all information)	Mode of data transfer:	Third-Party Website:
	Email, Portal / website upload, SFTP etc.	

TYPE / CATEGORY OF INFORMATION SHARED

(List fields that will be shared)

Example list of data fields being shared

- First Name
- Middle Name
- Last Name
- Date of Birth
- Passport Number
- Parent Name

Home Address

- 10. Mobile Number / Parent Mobile
- Number 11. Email Address / Parent Email-

 - 12 Nationality

 - 14: School Registration Number
 - 15. Health Records of the Child

NUMBER OF RECORDS

BUSINESS

State the number of records being shared. Ex: Information on 500 students requires to be shared.

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).

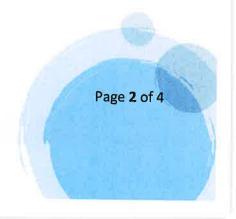
Specified data fields have been requested by the organizers in-order to enroll thestudent in the competition.

JUSTIFICATION (State the purpose for sharing Example 2: datain detail)

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

Vision

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			Contractual agreement including non-disclosure and indemnity clause has been signed with the Third-Party that is receiving data*		
SAFEGUARDS IN PLACE (Check all safeguards that are currently in-place)		Parental consent has been obtained for every child whose information is being shared*			
		Other			
*	Please attach evidenc	e of in	plemented safeguards		
	Requesto	r Signa	ture**	Approver Signature** (Principal / Head of School / HOD - SSC)	
*	* Date of approval to	be incl	uded		
W. I.	Marine Marine		TO BE FILLED BY INFORMA	ITION SECURITY	
	Approval Stat	tus		Remarks	
	APPROVED				
	APPROVED (Additional safeguards to be implemented before sharing)				
	REJECTED				

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Page 3 of 4



Approver Name	Date	Approver Signature

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

Principal/CEO

Policy review date: January 2023

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	Desi	Designation:		Contact Number:
APPROVER: (Principal / Head of School / HOD - SSC)	Name:	Employee ID:	E-mail:	
	Designation:			Contact Number:
REQUEST	S	Share data with a third-party	П	Others - Please specify
TYPE: (Select one)			<u> </u>	

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- 2. Middle Name
- 3. Last Name
- 4 Gender
- Date of Birth
 Emirates ID
- Passport Numbe
 Parent Name

- 9 Home Address
- 10. Mobile Number / Parent Mobile
- Email Address / Parent Email Address
 - Address
 - 13. Religion
 - School Registration Number
 Health Records of the Child

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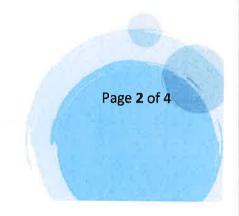
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*:	* Date of approval to k	e inclu	uded
			TO BE FILLED BY INFORMATION SECURITY
	Approval State	us	Remarks
	APPROVED		
	APPROVED (Additional safeguards to be implemented before sharing)		
	REJECTED		

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Page 3 of 4



Approver Name	Date	Approver Signature

Signed....

Date Merch 2023

Principal/CE

Policy review date: February 2024