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| Information Governance order form – To be completed by Schools |
| Please return to Information Governance at [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk) by 06/03/2023. |
| 1. **GDPR** Package **for Schools** (please tick the selected package)   Option A – Our premium level package  Data Protection Officer and Information Governance Advice  Price: £1649  Option B – Our standard level package  Information Governance Advice  Price: £699 |
| 1. General point of contact (this will be used for newsletter and training events) |
| 1. Name: Click here to enter text. 2. Surname: Click here to enter text. 3. Job Title: Click here to enter text. 4. Email address: Click here to enter text. 5. Telephone number (direct): Click here to enter text. |
| 1. Egress Subscriptions (3 Licences included as standard with both packages) |
| Email address (Egress Subscription 1): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 2): Click here to enter text.  First Name & Surname: Click here to enter text.    Email address (Egress Subscription 3): Click here to enter text.  First Name & Surname: Click here to enter text. |
| 1. Additional Egress Subscriptions (Price: £60 per subscription) |
| Email address (Egress Subscription 4): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 5): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 6): Click here to enter text.  First Name & Surname: Click here to enter text. |
| 1. Confirmation: Would you like us to renew your registration with the ICO? (this includes paying the fee and providing the relevant details) (please tick the correct box)   Yes  No |
| 1. Details of registration number and expiration date |
| 1. Registration Number: Click here to enter text. 2. Expiration Date: Click here to enter text. 3. Further details: Click here to enter text. |
| 1. Option A Subscription Only: Would you like us register your Data Protection Officer’s details with the Information Commissioners Office   Yes  No |
| 1. Payment instructions |
| 1. Maintained schools should place an order via Oracle- Supplier Reference (GOV – INFORMATION GOVERNANCE) when ordering services. Services may be cancelled or not delivered if orders are not correctly placed. 2. Non-Oracle schools, Academies and Free Schools should complete and return the Booking Intent Form. We will raise invoices usually within 30 days of receiving the Booking Intent Form.   For any queries about payments please contact Information Governance Team on 01332 640927 or [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk). |

**Privacy notice - Layer 1**

**How is your information used?**

In accordance with our contractual obligations and legitimate interests we may use your information for the proper management of our schools advice services in relation to data protection legislations, information governance matters and egress subscriptions, allowing us to contact your school without delay to inform about new trainings, legislation changes, newsletters, send you communications that you have requested or that may be of interest and also to manage any instruction related to egress subscriptions users hired by your school.

**Who has access to your information?**

We may share your information with other Council departments, for example, IT services to ensure that the egress subscription service meet your instructions related to authorised users, to Information Governance department to ensure that the service you have hired is fully performed in accordance with the service provided, with the Information Commissioner’s Office to ensure that your renewal process will be done as the supervisory authority requires and with the software provider to ensure that all user and applications work as expected.

**To view Derby City Council Privacy Notices please visit** [**https://www.derby.gov.uk/privacy-notice/**](https://www.derby.gov.uk/privacy-notice/)**.** Alternativelyyou can request a hard copy from Information Governance department at [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk).