|  |
| --- |
| Secure Encryted Email order form – To be completed by Schools |
| Please return to Schools IT at [schoolsit@derby.gov.uk](mailto:schoolsit@derby.gov.uk) by 06/03/2024 |
| 1. General point of contact for email administration |
| 1. School Name: Click here to enter text. 2. School member contact details: Click here to enter text.   First Name: Click here to enter text.    Surname: Click here to enter text.  Job Title: Click here to enter text.  Email address: Click here to enter text.  Telephone number (direct): Click here to enter text. |
| 1. Details of email address for Egress Licence Subscriptions - (Price £80 per subscription applicable to first 5 licences) |
| 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.  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. |
| 1. Details for additional Egress Licence Subscriptions over 5 with 10% discount. (Price with discount - £72 per subscription)  *Please add additional lines as needed* |
| Email address (Egress Subscription 6): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 7): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 8): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 9): Click here to enter text.  First Name & Surname: Click here to enter text.  Email address (Egress Subscription 10): Click here to enter text.  First Name & Surname: Click here to enter text. |
| 1. **Payment instructions** |
| 1. Maintained schools should place an order via CiA Supplier Reference (IT SOLD SERVICE) when ordering services. Services may be cancelled or not delivered if orders are not correctly placed. 2. Non-CiA 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 Schools IT [schoolsit@derby.gov.uk](mailto:schoolsit@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/)**.** Alternatively you can request a hard copy from Information Governance department at [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk).