



مدرسة جيمس متروبول الواحة  
GEMS Metropole School  
AL WAHA

# External Data Sharing Approval Form

|                     |                           |
|---------------------|---------------------------|
| Approved by:        | Jeremy Hallum (Principal) |
| Last reviewed on:   | August 2023               |
| Next review due by: | August 2026               |

## MISSION

Lead, nurture and succeed.

## VISION

A sustainable and inclusive community hub, nurturing future leaders.

*Nurturing*  
**LEADERSHIP**



TO BE FILLED BY REQUESTER

|  |              |                         |                 |
|--|--------------|-------------------------|-----------------|
| <b>DEPARTMENT/SCHOOL:</b>                                    |              | <b>DATE OF REQUEST:</b> |                 |
| <b>REQUESTOR:</b>  | Name:        | Employee ID:            | E-mail:         |
|  | Designation: |                         | Contact Number: |
| <b>APPROVER:</b><br>(Principal / Head of School / HOD - SSC) | Name:        | Employee ID:            | E-mail:         |
|  | Designation: |                         | Contact Number: |

|                                      |                          |                               |                          |                         |
|--------------------------------------|--------------------------|-------------------------------|--------------------------|-------------------------|
| <b>REQUEST TYPE:</b><br>(Select one) | <input type="checkbox"/> | Share data with a third-party | <input type="checkbox"/> | Others - Please specify |
|                                      | .....                    |                               |                          |                         |

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

|   |  |  |
|---|--|--|
| <b>TYPE / CATEGORY OF INFORMATION SHARED</b><br>(List fields that will be shared) | Example list of data fields being shared:  | 9. Home Address  |
|   | <ol style="list-style-type: none"> <li>1. First Name</li> <li>2. Middle Name</li> <li>3. Last Name</li> <li>4. Gender</li> <li>5. Date of Birth</li> <li>6. Emirates ID</li> <li>7. Passport Number</li> <li>8. Parent Name</li> </ol> | <ol style="list-style-type: none"> <li>10. Mobile Number / Parent Mobile Number</li> <li>11. Email Address / Parent Email Address</li> <li>12. Nationality</li> <li>13. Religion</li> <li>14. School Registration Number</li> <li>15. Health Records of the Child</li> </ol> |
| <b>NUMBER OF RECORDS</b>  | State the number of records being shared.<br>Ex: Information on 500 students requires to be shared.  |  |



|   |   |
|---|---|
| <p><b>BUSINESS JUSTIFICATION</b><br/>(State the purpose for sharing data in detail)</p> | <p style="text-align: center;">Example 1:</p> <p>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).</p> <p>Specified data fields have been requested by the organizers in-order to enroll the student in the competition.</p> <p style="text-align: center;">Example 2:</p> <p>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</p> |
|---|---|

|  |                          |  |
|--|--------------------------|--|
| <p><b>SAFEGUARDS IN PLACE</b><br/>(Check all safeguards that are currently in-place)</p> | <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 for every child whose information is being shared*  |
|  | <input type="checkbox"/> | Other  |

\* Please attach evidence of implemented safeguards

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

\*\* Date of approval to be included

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



|                          |          |  |
|--------------------------|----------|--|
| <input type="checkbox"/> | REJECTED |  |
|--------------------------|----------|--|

| Approver Name | Date | Approver Signature |
|---------------|------|--------------------|
|               |      |                    |

