

# APPLICATION PACK

## EXECUTIVE ASSISTANT TO HEADMASTER

CLOSING DATE: NOON FRIDAY 15 JULY 2022

INTERVIEWS: FRIDAY 22 JULY 2022





Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1907 and situated in Abingdon, the Manor Preparatory School is an outstanding independent co-educational day school that welcomes boys and girls aged 2-11. The Manor has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field, and in creative and performing arts.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Art, DT, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

In its latest ISI Inspection Report, The Manor was rated 'excellent' (the top grade the ISI now awards) in all respects. Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged, cherished and inspired".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact us by email ([hr@manorprep.org](mailto:hr@manorprep.org)) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes

**Alastair Thomas**  
**Headmaster**

## JOB DESCRIPTION

<b>Job Title:</b>	Executive Assistant to Headmaster
<b>Line Manager:</b>	Headmaster

<b>The job role:</b>
<p>The role is to work closely with the Head to provide the highest level of administrative support: co-ordinating and managing the Head's diary, dealing with all routine communications, receiving visitors and assisting with the day to day liaison with staff and pupils. The EA will be an excellent ambassador for the Head and the school in all dealings.</p> <p>The EA will develop and execute the Head's initiatives and ideas for visits and events, liaising with members of the Senior Leadership Team (SLT) as necessary.</p> <p>The EA will exercise sound professional judgement, anticipate and solve problems, take initiatives to reduce the Head's involvement in routine matters wherever possible and will have a comprehensive understanding of the needs of the Head and the ethos of the school.</p> <p>The Head's EA will also support the SET and the SLT in a range of planned tasks and on request.</p> <p>All staff share the responsibility for promoting and safeguarding the welfare of the pupils, in accordance with the school's Safeguarding Policy.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attend daily meeting with Head to discuss work requirements and other issues.</li> <li>• To coordinate and manage the Head's diary in Outlook. The EA should seek opportunities to plan the Head's diary most effectively and according to an established set of priorities.</li> <li>• To ensure that relevant school calendar entries are coordinated with the Head's diary.</li> <li>• To deal with specific visitors to the Head and enquiries to the Head's office. <ul style="list-style-type: none"> <li>– To meet and greet specific visitors to the Head, ensuring they are given a first-class welcome and impression of the school, which reflects its ethos.</li> <li>– To deal with telephone calls and to screen accordingly.</li> <li>– To act as 'gatekeeper' and facilitate access to the Head where appropriate, and without jeopardising the smooth running of the Head's schedule.</li> </ul> </li> <li>• To deal with all of the Head's correspondence. <ul style="list-style-type: none"> <li>– To open and deal with all post.</li> <li>– To prepare routine correspondence for signing, ie to prepare draft or final replies to letters/ emails on behalf of the Head.</li> <li>– To prepare other correspondence/documents/reports, as required.</li> </ul> </li> <li>• To arrange and organise meetings and to ensure the Head has all relevant information in advance. <ul style="list-style-type: none"> <li>– Overseeing/management of all practical arrangements for the Head's meetings, eg room bookings, staff/parent availability, catering etc.</li> <li>– To gather and check information and prepare papers/briefing notes in advance of meetings.</li> <li>– To attend meetings and take minutes when required. (eg the pupils' School Council).</li> </ul> </li> <li>• To maintain the administrative and management information systems necessary for the efficient running of the Head's office. <ul style="list-style-type: none"> <li>– To file the Head's important documents.</li> </ul> </li> </ul>



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- To maintain records as necessary for the smooth running of the school.
- To organise and track the Head's visits to Senior Schools and visits by other Heads to The Manor.
- Events co-ordination as required by the Head eg. The school's annual Fireworks Evening
- To undertake research in support of the Head's work, to include the preparation of reports/statistics/briefing papers, that can be used by the Head to aid decision making.
- To help the Head plan assemblies and prepare PowerPoint presentations for them. To invite guests to assemblies where applicable
- To liaise with members of staff in charge of any event that requires the Head's attendance/involvement; to liaise with Governors, members of SLT, the Registrar. To liaise with the Deputy Heads regarding matters arising during the Head's absence.
- To observe and maintain the confidential nature of the post at all times.
- Manage the timeline for the Head's writing of pupil reports, proofread and upload to the school information management system.
- Gather information for the Head's reports to Senior Schools and ensure these are sent out in a timely fashion.
- To help with the Head's termly report to the Governors; liaising with contributors and pulling together content based upon the Head's instructions.
- To ensure timely communication of Full Board and Committee/Sub-Committee meetings to the Governors.
- Design (when necessary) and production of play/concert programmes etc.
- Taking minutes at the start of term Staff Meetings and other meetings.
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- **Supporting the SET/SLT**
- Work with the Deputy Head Academic and Head of Years 5 and 6 to co-ordinate Year 6 Senior School applications; preparing letters and information booklets for parents, creating online reply slips, tracking information provided by parents, liaising with senior schools regarding references, interviews and exams, registering pupils for Common Entrance and collating offer and scholarship information Minute the Year 5 and 6 weekly Section Meetings.
- Support the Deputy Head Pastoral with maintaining Safeguarding and Pupil Behaviour records.
- Support the Deputy Head Pastoral by making updates to a variety of Safeguarding documents on request.
- Manage the policy review process to ensure all school policies are up to date and inspection ready. Liaise with individual SLT members regarding the policies for which they are responsible.
- Ensure readiness of all documents required for ISI Compliance Inspections and maintain the ISI Inspectors' Google Folder
- Maintain the 'Policies' and 'Academic Results, Scholarships and Future Schools' sections of the school website.
- Help Heads of Section with the organisation of Parents' Evenings when required.

## Other Duties

Staff are expected to carry out other duties as reasonably requested by the Head or the SLT. Be prepared to help with or deputise for other administrative functions, most particularly the HR Officer.

## Staff Handbook

To follow the directions contained in the Staff Handbook, which change from time to time.



### Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.

## Person Specification

The following person specification indicates those areas of skills, personal characteristics and experience that are essential or desirable in the candidates being interviewed.

Skills, Qualifications and Experience	Essential	Desirable
Experience of working in a school		√
Experience of supporting management in a fast paced environment	√	
Experience of diary management and complex scheduling	√	
Highly literate, self-motivated and pro-active	√	
An excellent face-to-face communicator and outstanding telephone manner	√	
Flawless written English and a highly competent writer of business letters and reports.	√	
Outstanding interpersonal and communication skills, in order to deal confidently with a wide range of stakeholders: senior staff, Governors, parents and pupils.	√	
An exceptional level of accuracy; a keen eye for detail.	√	
Confident and advanced level use of a wide range of IT applications, especially MS Office.	√	
Experience of using G-Suite: Google Docs, Sheets and Slides		√
A skilled minute taker and writer.	√	
Highly organised, with excellent time management skills.	√	



Excellent problem solving skills; able to resolve problems of a routine nature on own initiative without upward referral.	√	
Ability to differentiate between important and urgent matters and to prioritise effectively.	√	
<b>Personal Qualities</b>		
Excellent professional judgement and initiative.	√	
Able to manage a complex workload with conflicting demands.	√	
Empathy to deal sensitively with parents, children and staff	√	
Absolute confidentiality and discretion, tact, diplomacy and loyalty.	√	
Reliable, punctual, hard-working	√	
Trustworthy, reliable, supportive and committed to the well-being of the Head	√	
Ability to anticipate the Head's requirements ahead of time.	√	
A 'can do' attitude and a positive outlook	√	
Ability to work under pressure and to remain professional and calm in all circumstances.	√	
Flexible; willing and able to work extended hours on occasions when required, going the "extra mile"	√	
Commitment to all areas of school life	√	
<b>Commitment to Safeguarding of Children</b>		
A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with the School's Safeguarding Children Policy	√	
<b>Commitment to Equality and Diversity</b>		
Ability to understand and demonstrate a commitment to equality and diversity.	√	





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## **Benefits**

The starting salary depending on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid in 12 equal payments by bank transfer on the 30<sup>th</sup> / 31<sup>st</sup> of every month, or the last working day of the month if the 30<sup>th</sup> / 31<sup>st</sup> falls on a weekend.

**Pension:** For support staff the Pension Scheme is with Scottish Widows Pension Trust with 6% employer contribution.

**Annual Leave:** 30 days

## **Non-contractual Benefits**

**Lunch, Drinks and Snacks:** Staff are provided, at no cost, with lunch, hot drinks and snacks throughout the day (term time only).

**School Fee Reduction:** Children of staff at The Manor may be eligible for a reduction on the basic tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

**Subsidised rates:** For children of staff at Extended Day, Clubs and Manor Fun.

**Parking:** Free staff parking on site.

**Facilities Hire:** All staff at The Manor are able to hire the School facilities including our new Sports Hall, for personal events.

**Free Pension Advice:** Unlimited Pension advice.

**One to One Counselling:** 6 free counselling sessions with Willow Tree Counselling. This service is confidential.

**24 Hour Counselling and Legal Helpline:** Unlimited free legal advice through a 24-hour counselling helpline provided by MetLife.

**Discounts:** "Fit to Run" (Sports Shop) of 10% and "Stevenson's" (School Wear) of 5%.

**Eye Tests:** Free eye test every two years.

**Flu Jabs:** Entitlement to be reimbursed for an annual flu jab

*The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.*



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Enquiries are welcome. For an informal discussion about the role, or if you have any queries regarding the application form or the recruitment process, please contact, either by email [hr@manorprep.org](mailto:hr@manorprep.org) or by phone on 01235 858478.

### How to apply

Before applying for this position, candidates should read our Safeguarding Children Policy, available on the policies section of our website (<http://www.manorprep.org/about-our-school/policies/>). Please also refer to the website for further information about the school.

Applicants should send a Letter of Application and the signed completed Application Form by the closing date to:

[hr@manorprep.org](mailto:hr@manorprep.org)

***Please note that we will require a signed and scanned copy of the Application Form.***

Information provided will be administered under the school's Data Protection Policy and Privacy Notice Policy.

*The Manor Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

*Where a role involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.*

*Safeguarding and promoting the welfare of children and young people is our highest priority. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.*

### **Application and Recruitment Process**

#### **Application Form**

- Applications will only be accepted from candidates completing the application form in full. CV's will not be accepted in substitution for completed application forms. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description [and person specification] for the post.
- The successful applicant will be required to complete a disclosure form from the Disclosure and Barring Service (DBS) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. For further information, please contact the Disclosure and Barring Service – <https://www.gov.uk/government/organisations/disclosure-and-barring-service> - Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.





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- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.
- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee. Where you have no previous employment history, we may request character references which may include references from your school or university.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DBS.



## **Invitation to Interview**

### What to bring to the interview

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph or a passport and/or full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate, any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK. Further information regarding the necessary documentary evidence can be found on the Home Office website. Alternatively, please contact Human Resources at [hr@manorprep.org](mailto:hr@manorprep.org) to discuss the requirements in more detail.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

5. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.
6. If the position you are applying for requires a mandatory professional qualification or membership you will need to produce your qualification and proof of professional membership at interview.

### Disability and reasonable adjustments

Candidates with a disability who are invited to interview should kindly inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK, where appropriate
- a satisfactory Enhanced DBS check and, if appropriate, a check against the Children's Barred List and the Adults' Barred List maintained by the DBS
- Where the successful candidate has worked or been resident overseas, checks and confirmations as the School may consider appropriate will be carried so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked



- receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- evidence of satisfactory medical fitness
- Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)"
- satisfactory completion of the probationary period
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999), where relevant
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012
- For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **WARNING**

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- The Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the DBS.

## References

We will seek the references referred to above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

## **Criminal Records Policy**

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect to all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS.

## **Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned.

Any member of staff, their family (if over 16), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence which indicate that they may be unsuitable to work with or have regular contact with children.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.



If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

### **Retention and Security of Records and Data Protection**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the Recruitment Privacy Notice and Data Protection Policy.