

POLICIES AND PROCEDURES

Fair Processing Notice

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The Sixth Form Centre (SFC) processes your personal data in line with its core mandate. The Committee for Education, Sport and Culture is the registered data controller for all activities which are summarised within this notice. SFC processes personal data to discharge those duties and responsibilities as per its core mandate, and more specifically under the Education (Guernsey) Law, 1970 and the Bailiwick of Guernsey Curriculum.

SFC aligns itself with the Bailiwick of Guernsey's Four Core Purposes and Outcomes, as detailed within the Bailiwick of Guernsey Curriculum. The Four Core purposes enable children and young people to become:

- Effective Contributors
- Confident Individuals
- Successful Learners
- Responsible Citizens

To realise the Four Core Purposes, the curriculum is dedicated to supporting the Four Core Outcomes of the Children and Young People's Plan (CYPP) to ensure that children are:

- Healthy and Active
- Safe and Nurtured
- Included and Respected
- Reaching their Individual Potential

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For more information on the Bailiwick of Guernsey Curriculum and the Children and Young People's Plan, please see:

<https://gov.gg/curriculum>

<https://gov.gg/cypp>

1.The Data Protection Law

SFC acknowledges its obligations as per the Data Protection (Bailiwick of Guernsey) Law 2017, (the Law) which provides a number of requirements in terms of processing activities involving personal data. The controller further acknowledges the general principles of processing as well as the rights of a data subject. This notice provides information regarding how SFC complies with the principle of processing; for more information about the rights of a data subject, please visit <https://www.gov.gg/dp>.

2.The Principles of Processing

a. Lawfulness, fairness and transparency

Personal data must be processed lawfully, fairly and in a transparent manner.

In order to ensure that SFC provides mandated educational service provision, personal data is collected directly from the parents and/or appointed guardians of pupils. No personal data is collected from any publically available source. There are occasions when the controller collects "Special Category Data" (the most sensitive data as defined by data protection law); these instances along with the lawful basis for the processing are highlighted within this notice.

SFC uses the information that it collects for multiple purposes which are linked to its core mandated responsibilities in administering education to its pupils as per the Education (Guernsey) Law, 1970 and in line with the Bailiwick of Guernsey Curriculum. SFC collects the following personal data:

- Basic personal data relating to parents, appointed guardians and pupils such as full name, address, date of birth, email address and contact information;
- Language and nationality of pupils;
- Images including photos and CCTV; and

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- General information regarding pupils' educational activities such as behavioral records, test and examination results and academic reports.

In terms of Special Category Data, SFC may collect information revealing:

- Health and medical information of pupils including any special educational needs information;
- Racial or ethnic origin;
- Religious or philosophical belief; and
- Genetic data.

The personal and special category data above is collected and processed in order to discharge the responsibilities of the Committee for Education, Sport and Culture. The lawful basis for collecting and processing each category of personal data and special category data is dependent upon the specific processing activity in question. The table below lists the operational function and information source, the personal data which is required to fulfil each function and the lawful basis for the respective processing activities.

Information Source and its Operational Function	Personal Data	Lawful Basis for Processing
Data collected and stored on the School Information Management System (SIMS). The system holds the core pupil and parent/guardian personal data.	<u>Basic Personal Data</u> Pupils: Full name, address, date of birth, contact information for next of kin, photos, CCTV footage, language and nationality. Parents/guardians: Full name, address and contact details. <u>Special Category Data</u> Health and medical information of pupils and occasionally, parents	<u>Basic Personal Data</u> Schedule 2, Part 1, Condition 5: "The processing is necessary for the exercise or performance by a public authority of – (a) A function that is of a public nature, or (b) A task carried out in the public interest. <u>Special Category Data</u>

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	and/or appointed guardians, genetic data, racial or ethnic origin, religious or philosophical belief, genetic data.	Schedule 2, Part 2, Condition 10 (a): “The processing is necessary for a health or social care purpose and is undertaken by – (i) a health professional, or (ii) a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional”.
Data collected and stored on the school website.	<u>Basic Personal Data</u> Pupils: photos, full name and date of birth.	<u>Basic Personal Data</u> Schedule 2, Part 1, Condition 1: “The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed”.
Data collected and stored on the school’s blog and on social media platforms such as Facebook and Twitter.	<u>Basic Personal Data</u> Pupils: photos, full name and date of birth.	<u>Basic Personal Data</u> Schedule 2, Part 1, Condition 1: “The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed”.

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Electronic Drives where correspondence, school reports etc. are saved.	<u>Basic Personal Data</u> Pupils: Full name, address, date of birth, email address, photographs and contact information; language, nationality and general information regarding pupils' educational activities such as behavioral records, test and examination results and academic reports.	<u>Basic Personal Data</u> Schedule 2, Part 1, Condition 5: "The processing is necessary for the exercise or performance by a public authority of – (a) A function that is of a public nature, or (b) A task carried out in the public interest. For processing photographs: Schedule 2, Part 1, Condition 1: "The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed".
Locked paper files/filing cabinets containing child protection data, data on children's special educational needs, general pupil information, student's medical information and also staff data.	<u>Basic Personal Data</u> Pupils: Full name, address, date of birth, email address, photographs and contact information; language, nationality and general information regarding pupils' educational activities such as behavioral records, test and	<u>Basic Personal Data</u> <u>Basic Personal Data</u> Schedule 2, Part 1, Condition 5: "The processing is necessary for the exercise or performance by a public authority of – (a) A function that is of a public nature, or

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	examination results and academic reports. Parents: Full name, address and contact details. Staff: Full name, address and contact details. <u>Special Category Data</u> Pupils: Child protection data, special educational needs data and medical information. Staff: Medical information.	(b) A task carried out in the public interest. For processing photographs: Schedule 2, Part 1, Condition 1: “The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed”. <u>Special Category Data</u> For processing medical information and special educational needs data: Schedule 2, Part 2, Condition 10 (a): “The processing is necessary for a health or social care purpose and is undertaken by – (i) a health professional, or (ii) a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional”. For processing child protection data: Schedule 2, Part 2, Condition 8:
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		“The processing is necessary for the controller to exercise any right or power, or perform or comply with any duty, conferred or imposed on the controller by an enactment”. I.e. – the Children (Guernsey and Alderney) Law, 2008).
Data collected and stored on Google drive.	<u>Basic Personal Data</u> Pupils: Full name, photographs, general information regarding pupils’ educational activities such as reports and class work etc. and any further data that the end user chooses to upload.	<u>Basic Personal Data</u> Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of – (a) A function that is of a public nature, or (b) A task carried out in the public interest. For processing photographs: Schedule 2, Part 1, Condition 1: “The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed”.
Additional apps, websites and systems. See appendix A for a full list.	See Appendix A for personal data that is processed.	See Appendix A for lawful basis in relation to each activity.

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In some circumstances, personal data (and some special category data) held by the SIMS may be transferred to another controller within the States of Guernsey, such as the Committee for Health & Social Care, for reasons relating to physiotherapy, occupational therapy or speech therapy requirements of pupils. The lawful basis for the transfer of personal data for these reasons is: Schedule 2, Part 2, Condition 10 (a): “The processing is necessary for a health or social care purpose and is undertaken by a health professional, or a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional”.

Equally in some circumstances, personal data (and some special category data) held by the SIMS may be transferred to the Sports Commission in order to facilitate pupil involvement in sport related activities hosted by the Sports Commission. The lawful basis for this processing is: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.

b. Purpose limitation

Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.

LS & SFC acknowledges its responsibility with regards to this data protection principle and therefore the controller maintains that it will not further process that personal data in a way which is incompatible to its original reason for processing as specified in section 2a, unless the controller is required to do so by law.

c. Minimisation

Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.

LVHS & SFC maintains that it will only process the personal data which is detailed in section 2a, and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 2a, unless the controller is required to do so by law.

d. Accuracy

Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.

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LVHS & SFC will ensure that all personal data that it holds is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay, with the provisions of the Law as applicable.

e. Storage limitation

Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.

SFC acknowledges its responsibility in relation to this principle. Personal data and Special Category Data will be retained in accordance with the States of Guernsey Records Management Policy and the Schools' Retention and Disposal Schedule. For more information in relation to either of these documents, please contact the Data Protection Officer for Education, Sport & Culture (see below for contact details).

f. Integrity and confidentiality

Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

All personal data held by SFC is protected and securely stored and in order to prevent unauthorised or unlawful processing, the controller has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that is collected. Access to electronic or paper records is tightly controlled and all employees are vetted in a manner commensurate with the role that they are expected to undertake. Protocols are followed to ensure that employees only have access to areas and documents as required to undertake their role. Access to records is monitored and effectively managed.

g. Accountability

The controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

3. Contact Details

The contact details of the controller (the Committee for Education, Sport and Culture) are as follows:

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Tel: 01481 733000

Email: educationsportandculture@gov.gg

The contact details for the Data Protection Officer of Education, Sport and Culture (Matthew Loaring) are as follows:

Tel: 01481 717000 (Ext 677 2129)

Email: data.protection@gov.gg and/or matthew.loaring@gov.gg

Appendix A – List of additional websites and apps utilised by SFC

Below is a list of apps and websites utilised by SFC. Where an app or website is used for educational purposes, the lawful basis for the processing is: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.

Where an app or website is not used for education purposes and thus does not fit within ESC’s core mandate (as per the Education (Guernsey) Law, 1970 and the Bailiwick of Guernsey Curriculum), the lawful basis for the processing is: Schedule 2, Part 1, Condition 1: “The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed”.

Where the use of an app or website requires the transfer of personal data outside of the EEA, irrespective of whether they are for educational purposes or not, the lawful basis for this processing is: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”. In these instances, in accordance with Section 59(d) of the Data Protection (Bailiwick of Guernsey) Law, 2017, the data subject is asked to provide their explicit consent after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision in respect of the unauthorised jurisdiction.

Apps/Websites etc.		
Name	Information and Lawful Basis	DP Information
Active Teach	About: Website which provides learning aids and support to students.	Pearson Privacy Policy

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	Location: Pearson Ltd. (UK company). Personal data: Name, date of birth, grades, email address, school the child attends. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	
CD Wheel	About: Programme to engage and inspire children through PE and sport. Location: Create Development, UK. Personal data: Name, address. Email address and phone/mobile number. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	CD Wheel Privacy Policy
CEM Durham	About: Assessment systems including baseline, attitudinal, diagnostic and enhance testing of pupils. Location: CEM Durham, UK. Personal data: Mandatory: pupil name and contact details for account liaison. Voluntary: date of birth/form group, home postcode, pupil number and language.	CEM Privacy Policy

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	Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	
Conjugemos	About: Website to help students learn verb conjugations. Location: Yegros Educational LLC, Massachusetts, USA. Personal data: First and last names of students, usernames, passwords and class details. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	Conjugemos Privacy Policy
Digimap	About: Online mapping service for use by teachers and pupils. Location: EDINA (University of Edinburgh) (UK). Personal data: Name, title, organisation address, telephone numbers, personal or work email address and IP address. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is	Digimap for Schools Privacy Notice

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	of a public nature, or a task carried out in the public interest”.	
Digital Theatre	About: Website and app providing drama resources. Location: Digital Theatre (UK company). Personal data: Name, job title, phone, email and school information required to subscribe. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	Digital Theatre Privacy Policy Digital Theatre + (for schools) Privacy Policy does not exist.
Duolingo	About: Duolingo is a language-learning platform that includes a language-learning website and app, as well as a digital language proficiency assessment exam. Location: Duolingo Inc. (Pittsburgh US). Personal data: Name, email address, age, date of birth and payment/transaction information. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	Duolingo Privacy Policy
ECDL	About: Computer certifications and ICT within school. ECDL provides proof of learners' digital literacy. Location: BCS the Chartered Institute for IT (UK)	ECDL Privacy Policy

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	Personal data: Name, date of birth, gender, marital status, billing details, delivery address, email address and telephone numbers. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	
Eclipse	About: School’ library database. Location: UK (Dublin, Ireland). Personal data: Name and email address. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	Eclipse Privacy Notice
Evolve	About: Website which offers early childhood education facilities. Location: Auckland, New Zealand. Personal data: Name and contact details. Lawful basis for processing: Schedule 2, Part 3, Condition 18:	Evolve Privacy Notice

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	“The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	
Google Suite	About: Cloud computing, productivity and collaboration software. Location: US. Personal data: Email address. First name. Last name. Any other data provided by end users. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	G Suite for Education Privacy Notice
Groupcall	About: Home-school communication solution. Location: Data located on “Microsoft Azure” platform in Europe. Personal data: Direct link to SIMS. Lawful basis for processing: Schedule 2, Part 1, Condition 1: “The data subject has requested or given consent to the processing of the personal data for the purpose for which it is processed”.	Groupcall Privacy Notice
Hodder Publication	About: Website providing support and products for purchase to assist with learning (e.g. revision guides). Location: Hodder & Stoughton Ltd, UK.	Hodder Publication Privacy Notice

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	Personal data: Name, address, gender, email address, phone number, date of birth, twitter handle and the subjects you are interested in. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	
InThinking IB Biology	About: InThinking subject sites provide subscription websites for IB educators which do have integrated student access. Location: Data stored on a private server in Manchester, UK. Personal data: Names and emails for users. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	Inthinking Privacy Notice
Kerboodle	About: Online teaching, learning and assessment tool. Location: Personal data may be stored outside of the EEA. However, approved standard contractual clauses, Privacy Shield certification or binding corporate rules are in place to ensure compliance. Personal data: Name, username, password, residential/business address, email address, phone number and billing details.	Kerboodle Privacy Notice

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	Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	
LIBF	About: Website which provides banking and finance training. Location: For students within the UK and EU the data is stored on servers within the EU. Personal data: Name and contact information. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	LIBF Privacy Policy
Linguascope	About: Apps and website to assist with learning languages. Location: Linguascope, London UK. No info stored online, all saved on a server in London. Personal data: Contact name, school name, address, fax number and email address. Does not collect or store personal information about students. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is	Linguascope Privacy Policy

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	of a public nature, or a task carried out in the public interest”.	
Lit charts	About: Website and apps providing resources to assist with literature. Created for students of 16+ age. Location: LitCharts LLC, USA. Data stored in EEA and USA. Data agreements in place. Personal data: Name, e-mail address, telephone number, username, credit card or other payment information (including account number, expiration date, security code, billing address, and payment processor identification code), date of birth. No data collected from under 16s. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	Litcharts Privacy Policy
LUCID Chart	About: Website which provides a diagramming solution for users. Location: South Jordan (US) – adheres to the EEA-US Privacy Shield requirements. Personal data: Name, email address, telephone number, postal address and billing information. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	Lucidchart Privacy Policy

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Manage testbase camp	About: Interactive mark entry and reporting service designed to support the Testbase Optional Tests and AQA Mock Exams. Location: Doublestruck Ltd (UK). Personal data: Name, title, billing information, email address, telephone number. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	Doublestruck Privacy Policy
MyMaths	About: Website providing lessons, homework tasks and resources to assist with mathematical learning. Location: MyMaths (Oxford University Press – parent company) - UK. Personal data: Students log on at school (no personal subscriptions available) and use log on given to them by the teacher. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	Oxford University Press Privacy Policy
Quizlet	About: Website and app that provides quizzes and flashcard learning for students. Location: Quizlet Inc. California, USA.	Quizlet Privacy Policy

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	Personal data: Email address and date of birth when registering on the app, full address and financial info are requested if products are purchased through the site. Language preference is also stored. They also collect information from Facebook and Google including name, date of birth and email address. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	
Quiz star 4 teachers	About: Website which creates quizzes on specific topics. Student logon page to take quizzes. Location: Advanced Learning Technologies Centre for Research (ALTEC) of University of Kansas, USA. Personal data: Student name and usernames. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	Quizstar4teachers Privacy Policy
SISRA	About: Website which allows teachers to analyse and track pupil progress and produce reports. Location: SISRA Ltd, Liverpool. UK company. Personal data: First name, last name and username. Lawful basis for processing:	SISRA Privacy Policy

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	Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	
SNAB Online – The Student Room	About: Website providing forums and study resources for students. Also has forums on health and mental health. Essentially provides guidance on all areas of student life via a pool of students and professionals. Location: The Student Room Group Ltd, UK company. Personal data: First and last name, email address, gender, date of birth, telephone number, address, username and password, education information, student’s interests, preferences, feedback and survey responses. Lawful basis for processing: Schedule 2, Part 3, Condition 18: “The data subject has given explicit consent to the processing of the personal data for the purpose for which it is processed”.	The Student Room Privacy Policy
Testing for schools	About: Website providing test/assessment services for schools. Location: “The data that we collect from Users will not be transferred to, and stored at, a destination outside the European Economic Area ("EEA")”. Personal data: Student user: name, address, date of birth, age, gender, ethnicity, socio-economic information (for example whether or not qualifying for free school meals), school and year group, email	Testing For Schools Privacy Policy

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	address and phone number, personal description and photograph. Lawful basis for processing: Schedule 2, Part 1, Condition 5: “The processing is necessary for the exercise or performance by a public authority of a function that is of a public nature, or a task carried out in the public interest”.	
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