## SCREEN 01\_110

**SCREEN TYPE**: Text and graphic

DESCRIPTION

Text and graphic screen

IMAGE



L:\Projects\BOE858\_Data\_Protection\development\visuals\originals\Bank\_front.jpg

TEXT

This is replacement text. Whether it relates to staff you manage, business contacts, members of the public or customers and employees of firms we regulate, it's all personal data and we handle it every day.

We rely on you to take care of this data appropriately and keep us out of the headlines. Personal data appears in all parts of the Bank, so everyone needs to understand what their responsibilities are.

* This
* Is an unordered
* List

**This is bold text**

*This is emphasised text*

1. Numbered lists
2. Number 2

## SCREEN 01\_120

**SCREEN TYPE**: Multiple choice question

DESCRIPTION

The learner answers the question by choosing options from the list and receives different feedback for correct, incorrect and partially correct answers.

**IMAGE**

L:\Projects\BOE858\_Data\_Protection\development\visuals\originals\Bank\_inside.jpg

**QUESTION TEXT**

Non-radio mode question. Which of the following does the DPA apply to?

**PROMPT**

Select your answers, then Confirm.

**OPTIONS**

|  |  |  |
| --- | --- | --- |
| **1** | The name of an employee of a firm regulated by the Bank | **Correct** |
| **2** | A business contact’s email address | **Correct** |
| **3** | A recorded phone call with a member of the public | **Incorrect** |
| **4** | A colleague's mobile number on a call cascade list | **Correct** |
| **5** | A manager's handwritten note from an interview | **Incorrect** |

**CORRECT TEXT FEEDBACK**

That’s right. These are all examples of personal data. The DPA regulates how organisations handle information related to individuals, no matter how it is presented. This information does not have to include a name or be particularly sensitive to be covered by the Act. You should always bear in mind that mishandling such data could have serious consequences for you, the person whose data it is, and the Bank.

Successfully completing this course will help you to handle personal information appropriately and confidently.

**PARTIALLY CORRECT TEXT FEEDBACK**

That’s not quite right. In fact, these are all examples of personal data. The DPA regulates how organisations handle information related to individuals, no matter how it is presented. This information does not have to include a name or be particularly sensitive to be covered by the Act. and you should always bear in mind that mishandling such data could have serious consequences for you, the person whose data it is, and the Bank.

But don't worry, successfully completing this course will help you to handle personal information appropriately and confidently.

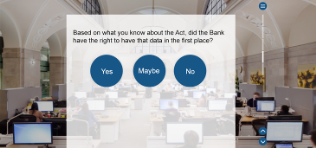
## SCREEN 02\_140

**SCREEN TYPE**: Multiple choice question

DESCRIPTION

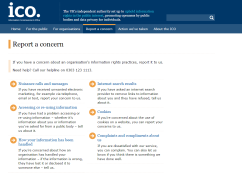
The learner answers the question by choosing options from the list and receives different feedback for correct, incorrect and partially correct answers.

Style:



**IMAGE**

Screenshot of the **ico.** website on a computer.



<https://ico.org.uk/concerns/>



Shutterstock Image ID: 139876522

**QUESTION TEXT**

Radio Mode question. Do you think Martha has grounds to report her case to the Information Commissioner?

**OPTIONS**

|  |  |  |
| --- | --- | --- |
| **1** | Yes | **Correct** |
| **2** | No | **Incorrect** |

**CORRECT TEXT FEEDBACK**

That's right, it looks like Martha does have grounds for complaint. Organisations are required to handle information relating to individuals in a way outlined by the DPA. Consequences for non-compliance could result in a fine of up to £500,000.

In addition, there are certain situations where a breach of the DPA is a criminal offence and for which the Information Commissioner can investigate and prosecute offenders. They include:

* Failure to notify the Commissioner of changes to the notification register entry
* Failure to comply with an enforcement or similar notice
* Knowingly or recklessly obtaining or disclosing personal information without the consent of the data controller (unless an exemption applies)
* Selling or offering to sell personal information (unless the data subject has consented and a privacy notice has clearly described this as a possibility)

Martha's case clearly concerns the third point and she is right to report it. After looking at the evidence, the Information Commissioner decides to investigate.

**INCORRECT TEXT FEEDBACK**

Actually, it looks like Martha does have grounds for complaint. Organisations are required to handle information relating to individuals in a way outlined by the DPA. Consequences for non-compliance could result in a fine of up to £500,000.

In addition, there are certain situations where a breach of the DPA is a criminal offence and for which the Information Commissioner can investigate and prosecute offenders. They include:

* Failure to notify the Commissioner of changes to the notification register entry
* Failure to comply with an enforcement or similar notice
* Knowingly or recklessly obtaining or disclosing personal information without the consent of the data controller (unless an exemption applies)
* Selling or offering to sell personal information (unless the data subject has consented and a privacy notice has clearly described this as a possibility)

Martha's case clearly concerns the third point and she is right to report it. After looking at the evidence, the Information Commissioner decides to investigate.

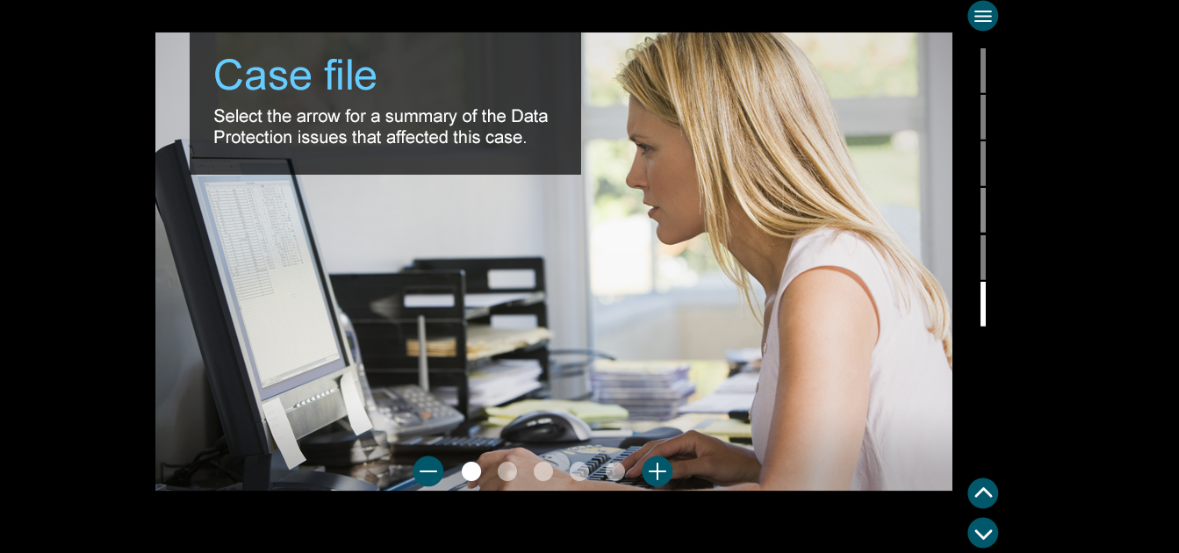
## SCREEN 02\_190

**SCREEN TYPE**: Photostory

DESCRIPTION

This screen consists of several frames, controlled by the learner, which summarise the scenario and relate it back to the learning objectives.

Visual style:



.

|  |  |  |
| --- | --- | --- |
| **Frame** | **Picture** | **Text** |
| **1** | Image of newspaper report:  Tibor or not Tibor?  Local tax advisers Tibor Associates were today fined £40,000 by the ICO for misusing personal data. Furthermore, Stan Maloney, CEO of Tibor Associates, has been found guilty of unlawfully obtaining personal data. Mr Maloney has stated that this could bankrupt his firm.  Last year Mr Maloney obtained data from a file he had chanced upon while working at the Bank of England. This data was…  (cut off) | **TITLE**  Case file  **TEXT**  Stan's improper and illegal handling of personal data has cost him his business and probably much more.  **PROMPT**  Select the **+** for a summary of the data protection issues that affected his case. |
| **2** | files on the desk. | **TITLE**  Personal information  **TEXT**  The DPA defines personal data as data which relates to a living individual who can be identified:   1. from that alone   or   1. from the data along with other information which is in the possession of, or is likely to come into the possession of, the data controller. |
| **3** | From website | **TITLE**  The Information Commissioner  **TEXT**  The Information Commissioner upholds information rights in the public interest. This includes making sure organisations meet the requirements of the Data Protection Act 1998 when handling personal information.  The ICO has a duty to investigate and even prosecute people and businesses who misuse personal data.  Actions they can take:  Criminal prosecution  Non-criminal enforcement  Audit  Serving monetary policy notices (fines) |
| **4** | From website | **TITLE**  The aims  **TEXT**  The Act has been put in place to protect the privacy rights of individuals and prevent the misuse of personal information. It creates a framework of rights and duties and prescribes the consequences of not doing that.  It defines the rights, duties and consequences of handling personal data. |
| **5** |  | **TITLE**  Remember:    **TEXT**   * Incorrectly handling personal data can have far-reaching consequences. You need to make sure you're handling data correctly to protect yourself and protect the Bank against reputational damage and fines. Just because a document has been misclassified, does not release you from your responsibilities. * By attesting to Our Code, you are saying that you understand the importance of handling personal data appropriately and, more broadly, are acknowledging what is expected of you as a Bank employee.   **PROMPT**  Select the Menu button to choose another topic. |

## SCREEN 03\_100

**SCREEN TYPE**: Column Sort

DESCRIPTION

A list of statements which the learner has to sort into two categories (for example, True or False) by selecting from two adjacent columns of buttons.

QUESTION TEXT (30 words max)

Which of these are chemical elements?

PROMPT

Select an option beside each statement in one of the columns, then Confirm.

OPTIONS

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **TRUE** | **FALSE** |
| **1** | Boron | ✓ | X |
| **2** | Electron | X | ✓ |
| **3** | Silver | ✓ | X |
| **4** | Chalk | X | ✓ |
| **5** | Xenor | X | ✓ |
| **6** | Tungsten | ✓ | X |

CORRECT TEXT FEEDBACK

That’s correct!

PARTIAL TEXT FEEDBACK

Not quite.

INCORRECT TEXT FEEDBACK

That’s incorrect.

DEVELOPMENT INFO - for internal use only

|  |  |  |
| --- | --- | --- |
| **Audio filenames** | Question audio: | projnum\_sco\_screen.mp3 |
| Correct audio: | projnum\_sco\_screen\_fbc.mp3 |
| Incorrect audio : | projnum\_sco\_screen\_fbi.mp3 |
| Partial audio: | projnum\_sco\_screen\_fbp.mp3 |
| **Graphic filenames** | projnum\_sco\_screen.ext | |
| **XML filename** | projnum\_sco\_screen.xml | |
| **Comments** |  | |

## SCREEN 03\_110

**SCREEN TYPE**: Drag and drop

DESCRIPTION

The learner sorts items into categories by selecting them and dragging them into boxes, or 'drop zones'. A 'See correct answer' button appears for partially and fully incorrect answers.

**IMAGE**

Write a short description of the imagery for this page - include screen coverage, subject matter, etc. Drop in any wireframes or mock-ups of this page type you have ready.

**TEXT**

Drag each person to their corresponding profession.

PROMPT

Drag each option to one of the boxes. When you're ready, select Confirm.

OPTIONS (15 words max. per option)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Painter** | **Writer** | **Philosopher** |
| **1** | Picasso | ✓ |  |  |
| **2** | Socrates |  |  | ✓ |
| **3** | Bronte |  | ✓ |  |
| **4** | J.K. Rowling |  | ✓ |  |
| **5** | Hegel |  |  | ✓ |
| **6** | Monet | ✓ |  |  |
| **7** | Turner | ✓ |  |  |
| **8** | Foucault |  |  | ✓ |
| **9** | Camus |  | ✓ |  |

CORRECT TEXT FEEDBACK

Yes

PARTIAL TEXT FEEDBACK

Maybe

INCORRECT TEXT FEEDBACK

No

DEVELOPMENT INFO - for internal use only

|  |  |  |
| --- | --- | --- |
| **Audio filenames** | Screen audio: | projnum\_sco\_screen.mp3 |
| Correct audio: | projnum\_sco\_screen\_fbc.mp3 |
| Incorrect audio : | projnum\_sco\_screen\_fbi.mp3 |
| Partial audio: | projnum\_sco\_screen\_fbp.mp3 |
| **Graphic filenames** | Graphic 1: | projnum\_sco\_screen\_01.ext |
| Graphic 2: | projnum\_sco\_screen\_02.ext |
| Graphic 3: | projnum\_sco\_screen\_03.ext |
| Graphic 4: | projnum\_sco\_screen\_04.ext |
| Graphic 5: | projnum\_sco\_screen\_05.ext |
| Graphic 6: | projnum\_sco\_screen\_06.ext |
| Graphic 7: | projnum\_sco\_screen\_07.ext |
| Graphic 8: | projnum\_sco\_screen\_08.ext |
| Graphic 9: | projnum\_sco\_screen\_09.ext |
| **XML filename** | projnum\_sco\_screen.xml | |
| **Comments** |  | |

## SCREEN 03\_120

**SCREEN TYPE**: Graphic reveal

DESCRIPTION

Photos, illustrations or diagrams can be selected to reveal further information, usually in text form.

**IMAGES**

Write a short description of the imagery for this page - include screen position, subject matter, etc. Drop in any wireframes or mock-ups of this page type you have ready.

**OPENING AUDIO**

Drop in the file name for the audio here. If no audio is to be used, please write "N/A".

**OPENING TEXT**

Write here.

**PROMPT**

Select each … to find out more.

**TEXT FOR GRAPHIC 1**

Write here.

**TEXT FOR GRAPHIC 2**

Write here.

**TEXT FOR GRAPHIC 3**

Write here.

**TEXT FOR GRAPHIC 4**

Write here.

**TEXT FOR GRAPHIC 5**

Write here.

DEVELOPMENT INFO - for internal use only

|  |  |  |
| --- | --- | --- |
| **Audio filenames** | Screen audio: | projnum\_sco\_screen.mp3 |
| Reveal audio 1: | projnum\_sco\_screen\_rl1.mp3 |
| Reveal audio 2: | projnum\_sco\_screen\_rl2.mp3 |
| Reveal audio 3: | projnum\_sco\_screen\_rl3.mp3 |
| Reveal audio 4: | projnum\_sco\_screen\_rl4.mp3 |
| Reveal audio 5: | projnum\_sco\_screen\_rl5.mp3 |
| **Graphic filenames** | Graphic 1: | projnum\_sco\_screen\_01.ext |
| Graphic 2: | projnum\_sco\_screen\_02.ext |
| Graphic 3: | projnum\_sco\_screen\_03.ext |
| Graphic 4: | projnum\_sco\_screen\_04.ext |
| Graphic 5: | projnum\_sco\_screen\_05.ext |
| **XML filename** | projnum\_sco\_screen.xml | |
| **Comments** |  | |

## SCREEN 03\_130

**SCREEN TYPE**: Hotspot

DESCRIPTION

A page that displays a full-size image, graphic or diagram. Specific parts of the graphic, image or diagram can be selected to reveal further information.

PC/TABLET: Write a short description of screen functions that differ from the standard page. Remove if not relevant.

MOBILE: Write a short description of screen functions that differ from the standard page. Remove if not relevant.

**IMAGE**

Write a short description of the imagery for this page - include screen coverage, subject matter, etc. Drop in any wireframes or mock-ups of this page type you have ready.

**OPENING AUDIO**

Drop in the file name for the audio here. If no audio is required, put "N/A".

**OPENING TEXT (30 words max)**

Write here.

**PROMPT**

Select each … to find out more.

**MOBILE PROMPT (remove if no mobile version)**

Scroll down to find out more.

**HOTSPOT 1**

Write here.

**AUDIO FOR HOTSPOT 1**

Drop in the file name for the audio here. If no audio is required, put "N/A".

**TEXT FOR HOTSPOT 1**

Write the reveal text for hotspot 1 here.

**HOTSPOT 2**

Write here.

**AUDIO FOR HOTSPOT 2**

Drop in the file name for the audio here. If no audio is required, put "N/A".

**TEXT FOR HOTSPOT 2**

Write the reveal text for hotspot 2 here.

**HOTSPOT 3**

Write here.

**AUDIO FOR HOTSPOT 3**

Drop in the file name for the audio here. If no audio is required, put "N/A".

**TEXT FOR HOTSPOT 3**

Write the reveal text for hotspot 3 here.

**HOTSPOT 4**

Write here.

**AUDIO FOR HOTSPOT 4**

Drop in the file name for the audio here. If no audio is required, put "N/A".

**TEXT FOR HOTSPOT 4**

Write the reveal text for hotspot 4 here.

DEVELOPMENT INFO - for internal use only

|  |  |  |
| --- | --- | --- |
| **Audio filenames** | Screen audio: | projnum\_sco\_screen.mp3 |
| Reveal audio 1: | projnum\_sco\_screen\_rl1.mp3 |
| Reveal audio 2: | projnum\_sco\_screen\_rl2.mp3 |
| Reveal audio 3: | projnum\_sco\_screen\_rl3.mp3 |
| Reveal audio 4: | projnum\_sco\_screen\_rl4.mp3 |
| **Graphic filenames** | Graphic 1: | projnum\_sco\_screen\_01.ext |
| Graphic 2: | projnum\_sco\_screen\_02.ext |
| Graphic 3: | projnum\_sco\_screen\_03.ext |
| Graphic 4: | projnum\_sco\_screen\_04.ext |
| **XML filename** | projnum\_sco\_screen.xml | |
| **Comments** |  | |

## SCREEN 03\_140

**SCREEN TYPE**: Tabs

DESCRIPTION

This is a type of reveal screen with a tabbed layout. The learner selects tabs along the top of the screen to reveal further information. Text, graphics and audio can be incorporated under each tab.

PC/TABLET: Write a short description of screen layout/functions that differ from the standard page. Remove if not relevant.

MOBILE: Write a short description of screen layout/functions that differ from the standard page. Remove if not relevant.

IMAGE

Write a short description of the imagery that will sit behind the tabbed panel (if required). Drop in any wireframes or mock-ups you have ready.

|  |
| --- |
| **DELETE THIS BOX WHEN YOU'VE READ THE INFORMATION** |
| You can set the tabs to reveal text, images or anything else you need.  Try and keep the text for the tabs roughly the same length as each other.  Tabs |

* TAB 1 TITLE: Write title
* TAB 2 TITLE: Write title
* TAB 3 TITLE: Write title
* TAB 4 TITLE: Write title
* TAB 5 TITLE: Write title
* TAB 6 TITLE: Write title

**OPENING AUDIO**

Drop in the file name for any opening audio here. If no audio is to be used, write "N/A".

**OPENING TEXT (30 words max)**

Write here.

**PROMPT**

Select each tab to find out more.

**MOBILE PROMPT**

Select the text headings to find out more.

**TABS**

**Tab 1 image:** Write a short description of any imagery for tab 1. Drop in any wireframes or mock-ups you have ready. If none are to be used, write "N/A".

**Tab 1 audio:** Drop in the file name and transcript for tab 1 audio here. If no audio is to be used, write "N/A".

**Tab 1 text** **:** Write here.

**Tab 2 image:** Write a short description of any imagery for tab 2. Drop in any wireframes or mock-ups you have ready. If none are to be used, write "N/A".

**Tab 2 audio:** Drop in the file name and transcript for tab 2 audio here. If no audio is to be used, write "N/A".

**Tab 2 text** **:** Write here.

**Tab 3 image:** Write a short description of any imagery for tab 3. Drop in any wireframes or mock-ups you have ready. If none are to be used, write "N/A".

**Tab 3 audio:** Drop in the file name and transcript for tab 3 audio here. If no audio is to be used, write "N/A".

**Tab 3 text** **:** Write here.

**Tab 4 image:** Write a short description of any imagery for tab 4. Drop in any wireframes or mock-ups you have ready. If none are to be used, write "N/A".

**Tab 4 audio:** Drop in the file name and transcript for tab 4 audio here. If no audio is to be used, write "N/A".

**Tab 4 text** **:** Write here.

**Tab 5 image:** Write a short description of any imagery for tab 5. Drop in any wireframes or mock-ups you have ready. If none are to be used, write "N/A".

**Tab 5 audio:** Drop in the file name and transcript for tab 5 audio here. If no audio is to be used, write "N/A".

**Tab 5 text** **:** Write here.

**Tab 6 image:** Write a short description of any imagery for tab 6. Drop in any wireframes or mock-ups you have ready. If none are to be used, write "N/A".

**Tab 6 audio:** Drop in the file name and transcript for tab 6 audio here. If no audio is to be used, write "N/A".

**Tab 6 text** **:** Write here.

DEVELOPMENT INFO - for internal use only

|  |  |  |
| --- | --- | --- |
| **Audio filenames** | Screen audio: | projnum\_sco\_screen.mp3 |
| Reveal audio 1: | projnum\_sco\_screen\_rl1.mp3 |
| Reveal audio 2: | projnum\_sco\_screen\_rl2.mp3 |
| Reveal audio 3: | projnum\_sco\_screen\_rl3.mp3 |
| Reveal audio 4: | projnum\_sco\_screen\_rl4.mp3 |
| Reveal audio 5: | projnum\_sco\_screen\_rl5.mp3 |
| Reveal audio 6: | projnum\_sco\_screen\_rl5.mp3 |
| **Graphic filenames** | Graphic 1: | projnum\_sco\_screen\_01.ext |
| Graphic 2: | projnum\_sco\_screen\_02.ext |
| Graphic 3: | projnum\_sco\_screen\_03.ext |
| Graphic 4: | projnum\_sco\_screen\_04.ext |
| Graphic 5: | projnum\_sco\_screen\_05.ext |
|  | Graphic 6: | projnum\_sco\_screen\_06.ext |
| **XML filename** | projnum\_sco\_screen.xml | |
| **Comments** |  | |

## SCREEN 03\_150

**SCREEN TYPE**: Text reveal

DESCRIPTION

Text headings can be selected to reveal further information in pop-up panels. Text, graphics and audio can all be used in reveals.

* **TEXT 1:**
* **TEXT 2:**
* **TEXT 3:**
* **TEXT 4:**
* **TEXT 5:**

**OPENING TEXT (30 words max)**

Write here.

**PROMPT**

Select each…to find out more.

**TEXT FOR TEXT 1**

Write here.

**TEXT FOR TEXT 2**

Write here.

**TEXT FOR TEXT 3**

Write here.

**TEXT FOR TEXT 4**

Write here.

**TEXT FOR TEXT 5**

Write here.

DEVELOPMENT INFO - for internal use only

|  |  |  |
| --- | --- | --- |
| **Audio filenames** | Screen audio: | projnum\_sco\_screen.mp3 |
| Reveal audio 1: | projnum\_sco\_screen\_rl1.mp3 |
| Reveal audio 2: | projnum\_sco\_screen\_rl2.mp3 |
| Reveal audio 3: | projnum\_sco\_screen\_rl3.mp3 |
| Reveal audio 4: | projnum\_sco\_screen\_rl4.mp3 |
| Reveal audio 5: | projnum\_sco\_screen\_rl5.mp3 |
| **Graphic filenames** | Graphic 1: | projnum\_sco\_screen\_01.ext |
| **XML filename** | projnum\_sco\_screen.xml | |
| **Comments** |  | |

## SCREEN 03\_160

**SCREEN TYPE**: Video

DESCRIPTION

Key learning points are emphasised using video. Standard video controls are available and there is a transcript option.

PC/TABLET: Write a short description of screen functions that differ from the standard page. Remove if not relevant.

MOBILE: Write a short description of screen functions that differ from the standard page. Remove if not relevant.

**IMAGE**

Write a short description of the imagery for this page - include screen coverage, subject matter, etc. Drop in any wireframes or mock-ups of this page type you have ready.

OPENING TEXT

Write here.

PROMPT

Select Play to watch the video.

VIDEO

Instructions: [DELETE INSTRUCTIONS BEFORE COMPLETING SCRIPT PAGE]

Always write scenes to be filmed using the film industry standard layout, as contained in this template. It is the way our production company partners and the actors are used to working and one page of script in this format (the page layout below in Courier 12) equals one minute of drama.

There is more information on this kind of formatting here: M:\Production\audio\_video\Video\NiceMedia\From\_Nice\Script formatting guidelines.rtf

To use the template: On a fresh page, ensure ‘Scene Name’ Style is selected (either on the home ribbon above or alt+ctrl+shift+s brings up the Styles window), then start writing.

When you press return the text style and formatting will automatically cycle through to the style you need. The order it will follow is:

* Scene Heading (this should include the location, whether it is interior or exterior and the time of day)
* Scene Action
* Attribution
* Dialogue
* Attribution
* Dialogue
* etc

When you want to **start a new scene select the ‘Scene Name’ style** on a fresh line and write.

To **insert additional scene action between blocks of dialogue select Scene Action** on a fresh line.

**To insert scene transition direction select Transition** on a fresh line.

**Example:**

Scene #1 - INt. location #1 - day

The scene action / description should only include things that can be seen and heard e.g. The two actors face each other across a broad table.

Actor 1

(Assertively)

I will speak this scripted dialogue.

Actor 2

I also have scripted dialogue I can speak.

Actor 3 enters the room.

actor 3

(Feeling left out)

I too have dialogue attributed to me.

Dissolve to:

scene #2

**TRANSCRIPT**

Write any text for the transcript here. If no transcript is required, put "N/A".

DEVELOPMENT INFO - for internal use only

|  |  |
| --- | --- |
| **Video filenames** | projnum\_sco\_screen.mp4 |
| **Graphic filename** | projnum\_sco\_screen.ext |
| **XML filename** | projnum\_sco\_screen.xml |
| **Comments** |  |