



David Ross Education Trust

Broadening Horizons

Privacy Notice – Subject Access Requests and Freedom of Information Requests

Document Management Information

Applicable to:	All staff in all Academies and Central Support Services including individuals employed by the Trust, contractors and agency staff. All Members and Trustees.
Dissemination:	The policy will be available to staff via the Trust's Policy Centre
Implementation:	Applicable to all DRET academies
Training:	On request
Review Frequency:	The policy will be reviewed every three years. The policy will also be reviewed earlier if needed in the light of new evidence/legislation/guidance
Policy Author:	George Selby, Data Protection Officer
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Executive Team
Approval Date:	25 April 2023



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- Respond to a Subject Access Request.

4.2. In relation to responding to Freedom of Information and Subject me9 (tt)-6 (i)-3. (on T)-a Se



10. Complaints

10.1. We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the DPO in the first instance.

10.2. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113.
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

11. Contact Details

11.1. If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our DPO, details below:

- George Selby, Data Protection Officer, David Ross Education Trust, Dataprotection@dret.co.uk
- The postal address of the Trust is:

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