



David Ross Education Trust

Broadening Horizons

Privacy Notice – Training Events

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 – Level 3
Approval Date:	25 April 2023
Next Review Due:	April 2026

Revision History

Document version	Description of Revision	Date Approved
V0.1	Version for Executive Director review	May 2020
V1.0	Approved version	22 June 2020
V1.1	Version for Executive Director review	25 April 2023



1. Introduction

1.1

4.3 Why DRET uses this Data

- 4.3.1 We will process your personal data when you register and attend an event. This is to assist us with understanding how many individuals will attend an event and the arrangements that we have to put in place to ensure that the event can operate appropriately.
- 4.3.2 We value your interest and would like to keep in touch with you. We would like to use your personal details for the purpose of sending you marketing materials such as invitations to future events, newsletters and vacancies by post and email.

4.4 Our Lawful Basis for Using this Data

- 4.4.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:
- Book and manage an event on the grounds of our legitimate interest.
- 4.4.2 We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time.
- 4.4.3 Less commonly, we may also use personal information about you where:
- You have given us consent to use it in a certain way.
 - We need to protect your vital interests (or someone else's interests).
 - It is required for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity.
- 4.4.4 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. More detail is contained in the Trust's Data Protection Policy.
- 4.4.5 Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

4.5 Collecting Information

- 4.5.1 Whilst the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

4.6 How DRET Stores the Data

- 4.6.1 The data collected will be stored securely on a on the Trust's secure storage system.

4.7 Data Sharing

- 4.7.1 We do not share personal information about you with any third party without your consent unless the law and our policies allow us to do so.

4.8 Transferring Data Internationally

- 4.8.1 Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



4.9 CCTV

4.9.1 At Trust Head Office and at our Academies CCTV is operated on site. This is considered necessary to protect staff, students' and visitor's safety and/or Trust property.

4.10 Your Rights

4.10.1 You have the right to:

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- Object to the use of your personal data for decisions being taken by automated means (by a