





## Document Management Information

Applicable to:





## 1. Introduction

1.1. This privacy notice explains how we collect, store and use personal data about individuals working with the Trust/academy in a voluntary capacity, including governors/trustees.

## 2. The Categories of Personal Data

2.1. We process data relating to those who we employ, or otherwise engage, to work at our academies and Head Office.

2.2. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

Personal information, including name, contact details, date of birth, email address and other personally identifiable data that may include Photographs of you or CCTV images

Characteristics, such as race, ethnicity, nationality and sexual orientation, disability and access requirements

Financial information

Identity verification records, meeting attendance records, records of communications, records of visits to academies.

Other, including a copy of your driving licence or passport, professional details, relevant business and pecuniary interest details, application details, references.

## 3. Why DRET uses this Data

3.1. The purpose of processing this data is to help the Trust and academies to

establish and maintain effective governance (this includes to consider the suitability for the role of a governor/trustee generally and in relation to the needs of the academy.

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7.4. We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.

## 8. Transferring Data Internationally

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.

## 9. Your Rights

9.1. You have the right to:

Ask for access to your personal information.

Ask for rectification of the information we hold about you.

Ask for the erasure of information about you.

Data portability i.e. have your personal information transmitted electronically to another organisation in certain circumstances.

Object to us processing your information.

## 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