



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
52.32 reW nBT/TT0 1 T13-0.001 Tc



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1. Introduction

- 1.1. The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals when responding to Subject Access Requests (SAR) and Freedom of Information Requests (FOI).
- 1.2. Under the Freedom of Information Act, individuals have a right to request any recorded information held by a public authority. Although decisions on disclosure should be made on a presumption of openness, the Freedom of Information Act recognises the need to preserve confidentiality and protect sensitive material in some circumstances. Further information can be found in the Trust's Freedom of Information Policy.
- 1.3.

- Respond to a SAR.

4.2. In relation to responding to FOI and SARs, the legal basis for processing your personal data is that it is necessary to comply with a legal obligation placed on us as the data controller.

5. Collecting Information

5.1. We collect this information from information you send directly to us.

6. How DRET Stores the Data

6.1. The data collected will be stored on the Trust's secure drive. We control access to systems and networks allowing us to stop people who are not allowed to view your personal information from getting access to it.

6.2. Your personal data will be kept in accordance with timelines specified in the Trust's Record Retention Policy.

7. Data Sharing

7.1. Information provided for FOI requests is shared internally with the service area(s) that the request covers, and may be shared externally with the Information Commissioner's Office where requested by them in order that they may carry out their statutory duties.

7.2. In terms of SARs, personal data will only be accessible to relevant staff, for example staff involved in responding to your SAR, a SAR related complaint or HR for staff or the relevant academy for students. Hard copies of personal information are kept in locked storage and personal data stored electronically is on our secure IT network whose servers are located within the EU. We do not share the personal data you have provided as part of the SAR with any other organisations outside of the Trust unless we believe we are compelled to by law, or we seek external assistance such as legal advice.

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.

