David Ross Education Trust

Broadening Horizons

Privacy Notice – Governance Volunteers

Document Management Information

Applicable to:	Members, Trustees, governors, committee members and other individuals who support the Trust or its academies in a governance-related voluntary capacity.
Dissemination:	The notice will be available via the Trust's Policy Centre and shared with relevant governance volunteers.
Implementation:	Applicable to all DRET academies
Training:	On request
Review Frequency:	The notice will be reviewed every three years, or earlier if required because of changes to legislation, statutory guidance, regulatory expectations or Trust practice.
Policy Author:	George Selby, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Executive Team
Approval Date:	19 October 2026
Next Review Due:	October 2029

Revision History

Document version	Description of Revision	Date Approved
V0.1	Version for Executive Team review	22 Oct 2020
V1.0	Approved document	22 Oct 2020
v.1.1	Updated Aug 2023	30 Aug 2023
v.1.2	Updated to clarify governance-specific scope, lawful bases, special category data, retention, data sharing and international transfer wording.	19 Oct 2026

Contents

Contents 3
1. Introduction 4
2. The Categories of Personal Data 4
3. Why DRET uses this Data 4
4. Our Lawful Basis for Using this Data 4
5. Collecting Information 5
6. How DRET Stores the Data 5
7. Data Sharing 5
8. Transferring Data Internationally 6
9. Your Rights 6
10. Complaints 6
11. Contact Details 6

1. Introduction

1.1. This privacy notice explains how we collect, use, store and share personal data about Members, Trustees, governors, committee members and other individuals who support the Trust or its academies in a governance-related voluntary capacity. In this notice, we refer to these individuals as "governance volunteers".

2. The Categories of Personal Data

1.2. We process data relating to governance volunteers who support the Trust, its academies and its governance arrangements.

1.3. 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, photographs and CCTV images.
- Special category information, where relevant, such as race, ethnicity, nationality, sexual orientation, disability and access requirements.
- Financial information.
- Identity verification records, role and appointment records, meeting attendance records, training records, records of communications and records of visits to academies.
- Other, including a copy of your driving licence or passport, professional details, relevant business and pecuniary interest details, role application details, references.
- Information needed to create and manage access to Trust systems, such as GovernorHub or DRET accounts, where this is necessary for the role including national insurance numbers for the purposes of issuing DRET accounts

3. Why DRET uses this Data

3.1. We use this data to help the Trust and its academies:

- establish and maintain effective governance, including considering suitability for governance roles and the needs of the Trust or academy;
- make, manage and end governance appointments;
- monitor skills, experience and training needs;
- meet statutory obligations for publishing and sharing governance information;
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils.
- comply with the statutory duties placed on us in respect of governance.
- undertake equalities monitoring and reporting, where appropriate;
- ensure that appropriate access and other arrangements can be made for those who need them.

4. Our Lawful Basis for Using this Data

4.1. We only collect and use personal information about you when we have a lawful basis to do so under

data protection law. The lawful bases we are most likely to rely on are:

- legal obligation, where we need to comply with statutory or regulatory requirements, including governance and safeguarding requirements;
- legitimate interests or public task, where we need to establish, maintain and support effective governance across the Trust and its academies, provided your rights and interests do not override those interests.
- consent, where we ask for your clear agreement to use your personal data for a specific purpose. You may withdraw consent at any time.

4.2. Where we process special category data, such as information about race, ethnicity, health, disability or sexual orientation, we will also identify an additional condition under Article 9 of the UK GDPR. This may include explicit consent, reasons of substantial public interest, equality of opportunity monitoring, or making reasonable adjustments and access arrangements.

5. Collecting Information

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

6. How DRET Stores the Data

6.1. Data relating to Trustees and governors will be held on GovernorHub, a web-based service and database used to help Trustees, governors and clerks communicate and store documents, membership details, meeting schedules and other governance information in one secure and accessible place. You can read more about GovernorHub's privacy policy on their website at https://help.governorhub.com/legal/is-governorhub-gdpr-compliant. Data you give to the Trust will be protected using appropriate technical and organisational security measures.

6.2. Recruitment and appointment data will be stored on secure Trust systems. We control access to systems and networks so that only authorised people can access your personal information.

6.3. Your personal data will be kept in accordance with the Trust's Record Retention Policy. We will only keep personal data for as long as it is needed for the purpose for which it was collected, unless we are required to keep it for longer by law. When it is no longer needed, it will be securely deleted or disposed of.

7. Data Sharing

7.1. We will not share personal information about you with any third party without your consent unless the law, our policies or our governance arrangements allow or require us to do so.

7.2. We may share personal information about you with trusted external service providers (third parties) for the purpose of:

- Providing services such as references, qualification checks, criminal reference checking services (Enhanced DBS as required), verification of the details you have provided from third party sources.
- Government departments or agencies – to meet our legal obligations to share information about governors/trustees.
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors/trustees.
- Relevant diocesan bodies, where applicable, to meet legal or governance obligations relating to church academies.

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support.
- Professional advisers and consultants.
- Employment and governor/trustee recruitment agencies.
- Police forces, courts, regulators or other authorities where we are legally required or permitted to share information.

7.3. We will never rent or sell your data to any third party for their own marketing purposes, and we will only disclose your data to another third party without your express consent when we are legally required to do so.

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 outside the UK, we will ensure that appropriate safeguards are in place and that the transfer is made 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 complaints about our collection and use of personal information very seriously. If you think our collection or use of personal information is unfair, misleading or inappropriate, or if you have any other concern about our data processing, please raise this with the Data Protection Officer 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 in this Privacy Notice, please contact our Data Protection Officer:

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

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