David Ross Education Trust

Broadening Horizons

Privacy Notice – Oral History Project

Document Management Information

Applicable to:	Individuals who are invited to take part in, or contribute to, the DRET Oral History Project. This includes current and former pupils, staff, families, community members and others who may share memories, recordings or information for the project.
Dissemination:	The notice will be provided to participants before their personal data is collected and will be made available through the Trust's usual communication channels.
Implementation:	Applicable to the DRET Oral History Project.
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, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Executive Board
Approval Date:	19 October 2026
Next Review Due:	October 2029

Revision History

Document version	Description of Revision	Date Approved
V0.1	Version for Executive Director review	13 January 2022
V0.2	Review	19 October 2026

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1. Introduction

1.1 Under data protection law, individuals have a right to be informed about how the Trust and its Academies use any personal data that is held about them. We, the David Ross Education Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

2. Document Purpose

2.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals we engage with whilst participating in the Oral History Project.

3. Privacy Notice – Oral History Project

3.1 This notice explains how DRET will collect, use, store and share personal information for the Oral History Project. The project records memories and experiences linked to DRET schools, predecessor schools and their local communities. Participation is voluntary. If you agree to take part, DRET may record your interview, create a transcript or summary, and use the material for education, heritage, research, archive and public engagement purposes, depending on the consent you provide.

4. Data Controller and Processors

4.1.1 DRET is the Data Controller for the purposes of data protection law and determines how and why personal data is processed for the Oral History Project. Where DRET uses authorised third parties to help deliver the project, those organisations will process personal data only on DRET's instructions and under appropriate data protection arrangements.

4.1.2 The postal address of the Trust is:

David Ross Education Trust
Charnwood College
Thorpe Hill
Loughborough
Leicestershire
LE11 4SQ

4.1.3 The Trust's Data Protection Officer is George Selby. The Data Protection Officer can be contacted by email at dataprotection@dret.co.uk.

4.1.4 The Trust will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

5. The Categories of Personal Data DRET Holds

5.1.1 We process personal data about individuals who take part in, contribute to, or are referred to within the Oral History Project. Personal data we may collect, use, store and share, where appropriate, includes:

- Name
- Contact details
- Address
- Recordings of individuals
- Interview transcripts, summaries, photographs or other materials you choose to provide

- Details contained in your interview, which may include information about your education, employment, family life, community links and personal memories

6. Why DRET uses this Data

6.1 The data collected will form part of the Trust's Oral History Project. The project aims to record the memories and experiences of current and former pupils, staff and community members connected with DRET schools, predecessor schools and the wider local areas. These records may support education, heritage, research, archive and public engagement activities.

7. Our Lawful Basis for Using this Data

7.1 We will only collect and use personal information about you when data protection law allows us to do so. For this project, DRET will usually rely on your consent for taking part in an interview, making an audio or video recording, creating a transcript or summary, and using or sharing the material for the purposes explained in this notice and any consent form provided to you.

- Invite you to take part in interviews or recordings as part of the Oral History Project.

7.2 Where we ask for consent, we will explain clearly what you are agreeing to. This may include separate choices about recording, transcription, archiving, publication, use in learning resources, use online, or sharing with heritage or research partners.

7.3 In limited circumstances, other lawful bases may apply, for example where processing is necessary to meet a legal obligation, protect someone's vital interests, or establish, exercise or defend legal claims.

7.4 Where you have provided consent, you may withdraw it at any time by contacting the Trust's Data Protection Officer. If material has already been published, archived or shared before consent is withdrawn, DRET will explain what steps can reasonably be taken to stop further use or restrict access, taking account of the nature of the material and where it has already been made available.

7.5 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.

8. Collecting Information

8.1 Participation in the Oral History Project is voluntary. We will make clear what information is needed to take part and what information is optional. You may choose not to answer particular questions during an interview.

9. How DRET Stores the Data

9.1 Personal data, recordings, transcripts and related project records will be stored securely in approved Trust systems with access restricted to staff and authorised individuals who need it for the project. Where third-party storage or project systems are used, appropriate data protection and security arrangements will be in place.

9.2 Recordings, transcripts and consent records may be retained long term where this is necessary for archive, heritage, research or educational purposes, provided this is consistent with the consent given and appropriate safeguards are in place. Contact details used only to manage participation will be kept only for as long as needed for the project and any related administration.

10. Data Sharing

10.1 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.

10.2 As part of the project, and where you have consented, we may make interviews, transcripts, extracts or summaries available to researchers, academics, heritage organisations, pupils, staff or members of the public. This may include use in exhibitions, learning resources, publications, websites, archives or other project outputs. We will tell you about the intended uses before asking for your consent.

11. Transferring Data Internationally

11.1 DRET will not transfer personal data outside the UK unless it is satisfied that the transfer complies with UK data protection law and appropriate safeguardsprotections are in place. This may include relying onWhere any transfer is proposed, DRET will first consider whether the destination country or organisation is covered by an adequacy decision or usingadequacy regulation. If not, DRET will ensure that an approvedappropriate lawful transfer mechanism. is in place, such as approved contractual safeguards, and will consider whether any additional measures are needed to protect the personal data. Any third party with international access to involved in storing, processing or accessing project data mustinternationally will be required to handle itthat data securely, only for the agreed purposes, and in accordance with DRET's instructions. and applicable data protection requirements.

12. Your Rights

12.1 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.

13. How to access personal information we hold about you

13.1 Individuals have a right to make a Subject Access Request to gain access to personal information that the Trust holds about them. If you want to make a request, please contact the Trust's Data Protection Officer.

13.2 If you make a Subject Access Request and we do hold the requested information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.
- Respond without delay and within one month of receipt of the request.

13.3 More information regarding Subject Access Requests is detailed in the Trust Data Protection Policy, which can be found on the Trust's website.

14. Your other rights regarding your data

14.1 Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

14.2 To exercise any of these rights, please email dataprotection@dret.co.uk

15. Complaints

15.1 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

15.1.1 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.

16. Contact Details

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

- Data Protection Officer, David Ross Education Trust, Dataprotection@dret.co.uk