David Ross Education Trust

Broadening Horizons

Privacy Notice – Teaching School Hub

Document Management Information

Applicable to:	Individuals who engage with the David Ross Education Trust Teaching School Hub, including course delegates, applicants, participants, enquirers and relevant school or employer contacts.
Dissemination:	This Privacy Notice will be available through the Trust's Policy Centre and/or relevant Teaching School Hub communications.
Implementation:	Implemented by the Teaching School Hub and relevant Trust staff involved in course administration, delivery, reporting and support.
Training:	On request
Review Frequency:	This Privacy Notice will be reviewed every three years, or earlier if required due to changes in legislation, guidance, Trust practice or Teaching School Hub arrangements.
Privacy Notice 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
V1.0	Version approved by Head of Governance	18/05/21
V1.1	Amend to 9.1 to reflect data storage on MIS. Head of Governance approved.	25/05/21
V1.2	Amendment to include recording of events. Head of Governance approved.	16/09/21
V1.3	Amendment to include NIot. Dir. Of Governance approved	02/05/23
V1.4	Amendment to include sharing of information 10.1	21/02/24
V1.5	Review	19/10/26

Contents

1. Introduction 4
2. Document Purpose 4
3. Data Controller and Processors 4
4. The Categories of Personal Data DRET Holds 4
5. Why DRET uses this Data 4
6. Our Lawful Basis for Using this Data 5
7. Collecting Information 5
8. How DRET Stores the Data 6
9. Data Sharing 6
10. Transferring Data Internationally 6
11. CCTV 6
12. Your Rights 6
13. How to access personal information we hold about you 6
14. Your other rights regarding your data 7
15. Complaints 7
16. Contact Details – Data Protection Officer (DPO) 7

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

2.1.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals who engage with the Trust's Teaching School Hub.

3. Data Controller and Processors

3.1 DRET is the Data Controller for the purposes of data protection law and determines the purposes for which personal data is processed. Authorised third parties, such as management information system providers, course platforms and delivery partners, may process personal data on behalf of the Trust and act as Data Processors.The postal address of the Trust is:

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

3.3 The Trust's Data Protection Officer is George Selby.

3.4 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.

4. The Categories of Personal Data DRET Holds

4.1 We process personal data relating to individuals who engage with the Teaching School Hub. Personal data that we may collect, use, store and share, where appropriate, includes:

- Personal information, including your name, email address, employer or school name, booking contact details and any information you provide when booking a place on a course, attending an event or making an enquiry.
- Information required to register for or participate in Teaching School Hub programmes, including programmes delivered with partners such as Ambition Institute and the National Institute of Teaching (NIoT). This may include date of birth, ethnicity, gender, education and employment information, next of kin details and a photograph, where this is necessary for the programme or reporting requirements.
- Recordings of events where sessions are recorded. Delegates will be told in advance where an event is to be recorded.

5. Why DRET uses this Data

5.1 We process your personal data when you register for or attend a course, event or training session. This helps us manage bookings, communicate with you, make appropriate arrangements and deliver the relevant programme or support.

5.2 Where you have agreed to receive communications from us, we may use your contact details to send information about future events, training opportunities and newsletters. You can opt out of these communications at any time.

5.3 We may also use your data for the following purposes:

- Delivering and supporting you with the Teaching School Hub courses you have booked.
- Checking the quality and effectiveness of our CPD services.
- Supporting Department for Education audits, reporting or quality assurance requirements.
- In any financial audits we are required to complete.
- Researching, evaluating and planning future services.

6. Our Lawful Basis for Using this Data

6.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Booking, managing and delivering an event, training session or course, where this is necessary for our legitimate interests or, where applicable, to take steps before entering into or performing a contract.

6.2 We process personal data for marketing communications by email on the basis of your consent. You have the right to withdraw consent or opt out at any time.

6.3 Where we are required to share information with the Department for Education, programme partners or auditors, our lawful basis may include legal obligation, public task or legitimate interests, depending on the specific requirement and circumstances.

6.4 Where we process special category data, such as ethnicity or health-related information, we will identify an Article 6 lawful basis and a separate Article 9 condition under UK GDPR. This may include explicit consent, reasons of substantial public interest, legal claims or research/statistical purposes where applicable and where appropriate safeguards are in place.

6.5 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.

6.6 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.

6.7 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.

7. Collecting Information

7.1 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.

8. How DRET Stores the Data

8.1 Personal data will be stored securely on Trust-approved systems, including relevant management information systems and secure cloud storage where required. Access will be limited to staff and authorised partners who need the information for the purposes described in this Privacy Notice.

8.2 We will retain personal data only for as long as necessary for the purposes set out in this Privacy Notice, including course administration, reporting, audit, safeguarding, legal and financial requirements. Retention periods are set out in the Trust's retention schedule, and data will be securely deleted or anonymised when it is no longer required.

9. Data Sharing

9.1 We do not share personal information about you with third parties unless there is a lawful basis for doing so. We may share relevant information with the Department for Education, Ambition Institute, the National Institute of Teaching (NIoT), delivery partners, other Teaching School Hubs where required for programme continuity, IT and system providers, auditors, professional advisers and other organisations where required by law or where this is necessary to deliver or administer the programme, training or course in which you are participating.

10. Transferring Data Internationally

10.1 Where we transfer personal data outside the UK, we will do so in accordance with UK data protection law and will ensure appropriate safeguards are in place, such as adequacy regulations, a valid international data transfer agreement or other lawful transfer mechanism.

11. CCTV

11.1 CCTV may operate at Trust sites where Teaching School Hub activity takes place. Where CCTV is in use, it is used to support the safety and security of staff, students, visitors and Trust property. Further information is available in the relevant Trust or academy CCTV/privacy information.

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 access 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 about Subject Access Requests is available in the Trust's 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 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.

15.2 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.

16. Contact Details – Data Protection Officer (DPO)

16.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact the Data Protection Officer using the details below:

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