David Ross Education Trust

Broadening Horizons

Privacy Notice – Training Events

Document Management Information

Applicable to:	Anyone registering for, attending, delivering or supporting DRET training events, including staff, Members, Trustees, contractors, agency staff and external attendees where applicable.
Dissemination:	The privacy notice will be available to staff via the Trust's Policy Centre and, where appropriate, shared with individuals when they register for training events.
Implementation:	Applicable to all DRET academies
Training:	On request
Review Frequency:	This privacy notice will be reviewed every three years, or earlier where there are changes to legislation, statutory guidance, Trust systems, processing activities or data protection practice.
Policy Author:	George Selby, Head of Data Protection and Compliance
Executive Policy Owner:	Maria Maltby, Director of Governance
Approval by:	Executive – Level 3
Approval Date:	19 October 2026
Next Review Due:	October 2029

Revision History

Document version	Description of Revision	Date Approved
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V1.0	Approved version	22 June 2020
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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, uses, stores and shares personal data about individuals who register for, attend, deliver or support DRET training events.

3. Privacy Notice – Training Events

3.1. Data Controller and Processors

3.1.1 DRET is the Data Controller for the purposes of data protection law and determines the purposes and means of processing personal data. Where authorised third parties process personal data on behalf of the Trust, they do so under the Trust's instructions and in accordance with appropriate data protection requirements.

3.1.2 The postal address of the Trust is:

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

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

3.1.4 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.

3.2. The Categories of Personal Data DRET Holds

3.2.1 We process personal data relating to individuals who register for, attend, deliver or support training events. Personal data that we may collect, use, store and share, where appropriate, includes but is not limited to:

- Personal information, including name, email address, job title, school or organisation, telephone number and training registration details.
- Attendance records, feedback, dietary requirements and any access or support requirements needed to enable participation in the event.
- Where access or support requirements include health or disability-related information, this may be special category data and will be handled with additional care and confidentiality.

3.3 Why DRET uses this Data

3.3.1 We process your personal data when you register for, attend, deliver or support a training event so that we can administer bookings, communicate event arrangements, monitor attendance, provide appropriate support and ensure the event is delivered effectively.

3.3.2 We may also use your contact details to provide information about related training opportunities, events or resources. Where consent is required for direct marketing, we will ask for this separately and explain how you can opt out.

3.4 Our Lawful Basis for Using this Data

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

- Book, manage and evaluate training events on the basis of the Trust's legitimate interests in providing effective training and professional development.
- Process access or support requirements, where necessary, to enable participation in training events. Where this involves special category data, the Trust will identify an Article 9 condition and handle the information securely and confidentially.

3.4.2 We will process your personal data in the case of communication by email for marketing purposes on the basis of your consent. You have the right to opt out of this type of processing at any time.

3.4.3 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.

3.4.4 Where you have provided consent for us to use your data, you may withdraw this consent at any time. We will make this clear when requesting consent and explain how to withdraw it. More detail is contained in the Trust's Data Protection Policy.

3.4.5 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.

3.5 Collecting Information

3.5.1 We collect information directly from you, for example through registration forms, email bookings, training attendance records, feedback forms and communications with event organisers. Where information is required, we will explain why it is needed and the possible consequences of not providing it.

3.6 How DRET Stores the Data

3.6.1 Training event data will be stored securely on approved Trust systems, such as Microsoft 365, SharePoint, secure forms or other authorised systems used for event administration. Access will be restricted to those who need the information for their role.

3.6.1.1 Training event data will be retained only for as long as necessary for training administration, reporting, audit and legal purposes, and in accordance with the Trust's retention schedule.

3.7 Data Sharing

3.7.1 We will only share personal data where there is a lawful basis to do so. This may include sharing relevant information with trainers, venues, event organisers, platform providers, academies, central Trust teams or other authorised processors where necessary to organise and deliver training events.

3.8 **Transferring Data Internationally**

3.8.1 Where personal data is transferred outside the UK, the Trust will ensure that the transfer complies with data protection law and that appropriate safeguards are in place where required.

3.9 **CCTV**

3.9.1 At Trust Head Office and at our Academies, CCTV may be operated on site. This is considered necessary to protect staff, students' and visitors' safety and/or Trust property. Further information is available in the Trust's relevant privacy notices and CCTV arrangements.

3.10 **Your Rights**

3.10.1 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.

3.11 **How to access personal information we hold about you**

3.11.1 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.

3.11.2 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.

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

3.12 **Your other rights regarding your data**

3.12.1 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

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

3.13 **Complaints**

3.13.1 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.

3.13.2 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.

3.14 **Contact Details**

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

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