

Privacy Notice for Governors, Members, Directors and Volunteers – September 2026

1. Introduction

Exceed Learning Partnership ("the Trust", "we", "us", "our") is committed to protecting the privacy and security of the personal information we hold about our Members, Directors, Governors and Volunteers.

This Privacy Notice explains how we collect, use, store and protect personal information relating to individuals who support, oversee or contribute to the work of the Trust and its academies. It explains why we process personal information, the lawful reasons for doing so, who information may be shared with and the rights individuals have under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This Privacy Notice applies to:

- Members of Exceed Learning Partnership;
- Directors/Trustees of the Trust;
- Governors serving on Local Academy Committees;
- Volunteers supporting the Trust or its academies.

This Privacy Notice also applies to former Members, Directors, Governors and Volunteers where the Trust continues to hold personal information relating to them.

The Trust recognises that protecting children and young people is a fundamental responsibility. Personal information relating to Governors, Members, Directors and Volunteers may therefore be processed where necessary to support safeguarding arrangements and ensure individuals are suitable to undertake their role within an education setting.

2. Who We Are

Exceed Learning Partnership is the Data Controller for the personal information we process about Members, Directors, Governors and Volunteers. This means the Trust determines the purposes for which, and the manner in which, personal information is processed.

Exceed Learning Partnership is a company registered in England and Wales under company number 10660150.

Registered Office:

6-9 Railway Court
Ten Pound Walk
Doncaster
South Yorkshire
DN4 5FB

The Trust is registered with the Information Commissioner's Office (ICO):

ICO Registration Number: ZA245663

The Trust has appointed a Data Protection Officer (DPO) who oversees data protection compliance across the Trust.

If you have any questions about this Privacy Notice or how your information is processed, please contact:

Data Protection Officer

Email: dpo@elp.org.uk

Telephone: 01709 805175

Each academy within the Trust has a designated Data Protection Lead who supports the DPO and monitors data protection arrangements within the academy.

Where necessary, third parties may process personal information on behalf of the Trust. Where this occurs, appropriate contractual arrangements are in place to ensure personal information is processed securely and in accordance with UK data protection law.

3. Why We Process Personal Information

We collect and process personal information to enable effective governance, oversight, volunteering and operation of the Trust and its academies.

We process information for purposes including:

- establishing and maintaining governance arrangements in accordance with company law, charity law and education requirements;
- meeting statutory and regulatory requirements set by the Department for Education (DfE), Companies House and other relevant bodies;
- maintaining accurate records of Members, Directors, Governors and Volunteers;
- supporting effective decision-making, strategic management and accountability;
- managing conflicts of interest and maintaining Registers of Business and Pecuniary Interests;
- meeting safeguarding responsibilities under Keeping Children Safe in Education (KCSIE);
- completing appropriate suitability and background checks, including Disclosure and Barring Service (DBS) checks and Section 128 checks where required;
- communicating with Members, Directors, Governors and Volunteers;
- supporting training, skills audits, development and compliance requirements;
- maintaining records of meetings, decisions and governance activity;
- supporting audits, inspections and regulatory reviews, including Ofsted inspections;
- managing volunteer activities, safety and placements.

We only collect information that is necessary, relevant and proportionate for these purposes.

4. Our Lawful Basis for Processing Information

We only process personal information where there is a lawful basis under UK GDPR.

The main lawful bases we rely upon are:

Article 6(1)(c) – Legal Obligation

Processing is necessary to comply with legal duties and regulatory requirements, including those relating to:

- The Companies Act 2006;
- The Charities Act 2011;
- The Academy Trust Handbook;
- The Trust's Funding Agreement;
- Safeguarding legislation and statutory guidance, including Keeping Children Safe in Education;
- Education regulations and statutory reporting duties.

Article 6(1)(e) – Public Task

Processing is necessary for the Trust to carry out its public functions as an Academy Trust.

Article 6(1)(f) – Legitimate Interests

Processing may be necessary for legitimate organisational purposes, including effective governance, accountability and Trust administration, where these interests are not overridden by individual rights and freedoms.

Article 6(1)(a) – Consent

Where processing is optional, such as certain photographs, publicity materials or specific communication preferences, we will obtain consent where required. Consent can be withdrawn at any time.

Special Category Information (Article 9 UK GDPR)

Where we process special category information, such as ethnicity, health information or disability information, we rely on additional conditions under Article 9 UK GDPR, including:

- Article 9(2)(g) UK GDPR together with Schedule 1 Data Protection Act 2018: processing necessary for reasons of substantial public interest, including safeguarding and equality monitoring where applicable;
- Article 9(2)(h): processing necessary for the provision of health or social care purposes, including managing reasonable adjustments where appropriate.

Criminal Offence Data (Article 10 UK GDPR)

Criminal offence information, including DBS details and Section 128 checks, is processed in accordance with Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018 to meet statutory safeguarding obligations.

5. Information We Collect

Depending on your role and relationship with the Trust, we may collect and process the following categories of information.

Personal and Identity Information

This may include:

- full name and title;
- contact details, including telephone numbers and email addresses;
- home address;
- date of birth;

- emergency contact details;
- identification information where required for verification purposes.

Governance and Role Information

This may include:

- role within the Trust;
- appointing body;
- dates of appointment and terms of office;
- attendance records for governance meetings;
- governance training records;
- declarations of interest;
- Register of Business and Pecuniary Interests;
- relevant skills, experience, qualifications and CV information.

Volunteer Information

Where applicable, we may process information relating to:

- volunteer applications;
- placement arrangements;
- induction records;
- training and supervision records;
- safeguarding checks.

Equality and Diversity Information

Where voluntarily provided, this may include:

- age;
- gender;
- ethnicity;
- disability information;
- equality monitoring information.

Safeguarding and Suitability Information

Where required, we may process:

- DBS check information;
- DBS reference numbers and status checks;
- Section 128 Direction clearance confirmation;
- references;
- suitability declarations.

Photographic Information

Photographs may be processed for:

- identity management;
- security badges;

- Trust communications;
- website publications where appropriate.

6. How We Collect Information

We usually collect information directly from you through:

- appointment documentation;
- governance onboarding records;
- volunteer application processes;
- declarations and forms;
- meetings and correspondence.

We may also receive information from third parties where legally permitted or required, including:

- Disclosure and Barring Service (DBS);
- referees;
- previous governance bodies;
- professional bodies or regulatory agencies;
- Department for Education (DfE);
- Education and Skills Funding Agency (ESFA).

We will inform you whether providing specific information is mandatory or voluntary.

7. Who We Share Information With

We only share personal information where there is a lawful basis or legal obligation to do so.

Information may be shared with:

- Department for Education (DfE) and Education and Skills Funding Agency (ESFA), including statutory reporting systems such as Get Information About Schools (GIAS);
- Companies House, where required by company law;
- safeguarding partners and Local Authorities where required;
- auditors, legal advisers and insurers;
- Trust and academy websites where publication is required for transparency purposes under the Academy Trust Handbook;
- IT providers and software suppliers acting as data processors.

Information published through statutory transparency requirements may include names, roles, appointment dates and relevant declarations of interest. This information supports accountability and transparency within academy governance.

All organisations processing information on our behalf are required to maintain confidentiality and appropriate security arrangements through written agreements.

8. Department for Education and Regulatory Requirements

As an Academy Trust, Exceed Learning Partnership is required to comply with statutory and regulatory governance reporting requirements.

Information relating to Members, Directors and Governors may be submitted to the Department for Education through systems including Get Information About Schools (GIAS), and to Companies House where required.

This information supports:

- regulatory oversight;
- accountability and transparency;
- governance monitoring;
- compliance with funding agreements and statutory duties.

The DfE applies appropriate controls to protect personal information and ensures access and use are managed in accordance with legal requirements.

9. Data Processors and Security

Some services used by the Trust involve third-party organisations processing information on our behalf. These may include:

- governance management systems;
- cloud storage providers;
- communication systems;
- online meeting platforms.

Where third parties process personal information, we ensure appropriate contracts, confidentiality obligations and security safeguards are in place.

The Trust maintains appropriate technical and organisational measures to protect personal information from:

- accidental loss;
- unauthorised access;
- misuse;
- alteration;
- disclosure.

Access to personal information is restricted to individuals who require it to perform their role.

10. CCTV

The Trust and its academies operate CCTV systems to support:

- site security;
- safeguarding;
- prevention and investigation of incidents;
- protection of pupils, staff and visitors.

CCTV information is processed in accordance with UK data protection legislation, the Trust's CCTV Policy and associated retention arrangements.

The Trust's CCTV Policy is available on the Trust website.

11. International Transfers

Personal information is normally stored and processed within the United Kingdom or European Economic Area.

Where information is transferred outside the UK, appropriate safeguards are implemented in accordance with UK GDPR requirements, including adequacy regulations or approved contractual safeguards where required.

12. How Long We Keep Information

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected.

Retention periods are determined by:

- statutory requirements;
- governance regulations;
- company law requirements;
- the Trust's Data Retention Schedule;
- relevant guidance including the IRMS Schools Toolkit.

The Trust's Data Retention Schedule is available on the Trust website and sets out the retention periods applied to different categories of information.

Certain official corporate records, including signed governance minutes and statutory filings, may be retained permanently where required by law.

When information is no longer required, it is securely deleted or destroyed.

13. Automated Decision-Making

The Trust does not make decisions regarding Members, Directors, Governors or Volunteers based solely on automated processing or profiling that produces legal or similarly significant effects.

14. Your Rights

Under UK data protection law, individuals have rights regarding their personal information.

These include:

- the right to be informed about how information is used;
- the right to request access to personal information held about them;
- the right to request correction of inaccurate information;
- the right to request restriction of processing in certain circumstances;
- the right to object to certain processing;
- the right to request deletion of information where appropriate;
- the right to withdraw consent where processing relies on consent.

Some rights may be limited by legal requirements and may not apply in every circumstance.

To exercise your rights, please contact:

Data Protection Officer

Email: dpo@elp.org.uk

Telephone: 01709 805175

15. Complaints

If you have concerns about how we use personal information, please contact the Data Protection Officer in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk>

16. Review

This Privacy Notice will be reviewed annually or sooner if there are changes to legislation, guidance or Trust governance practices.