

Pupil and Family Privacy Notice - 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 pupils and their families.

This Privacy Notice explains how we collect, use, store and protect personal information relating to current, former and prospective pupils and their parents, carers or guardians. It explains why we process personal information, the lawful reasons for doing so, who we share information with, how long we keep information 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 all academies within Exceed Learning Partnership.

2. Who We Are

Exceed Learning Partnership is the Data Controller for the personal information we process about pupils and families. This means that 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 we process personal information, please contact:

Data Protection Officer

Email: dpo@elp.org.uk

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

3. Why We Process Personal Information

We collect and process personal information to enable us to provide education, support pupil wellbeing and meet our legal responsibilities.

We process pupil information for purposes including:

- providing education and supporting pupil learning;
- monitoring and reporting pupil progress and attainment;
- assessing and improving the quality of education provided;
- managing attendance;
- supporting behaviour management;
- providing pastoral care and wellbeing support;
- identifying and supporting Special Educational Needs and Disabilities (SEND);
- safeguarding pupils and promoting their welfare;
- managing admissions;
- supporting transitions between schools;
- maintaining accurate pupil and emergency contact records;
- communicating with parents, carers and guardians;
- organising educational visits, trips and academy activities;
- managing examinations and assessments;
- meeting statutory reporting requirements;
- supporting health and welfare needs.

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 for us to comply with legal duties, including education legislation, safeguarding requirements, attendance monitoring and statutory reporting requirements.

Article 6(1)(e) – Public Task

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

Article 6(1)(f) – Legitimate Interests

Processing may be necessary for legitimate organisational purposes where this does not override the rights and freedoms of individuals.

Article 6(1)(a) – Consent

Where processing is not required by law and relies on consent, we will obtain appropriate consent. Consent may be withdrawn at any time.

Special Category Information

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

- Article 9(2)(b) – employment, social protection and related legal obligations where applicable;
- Article 9(2)(g) – substantial public interest;
- Article 9(2)(h) – health or social care purposes where applicable.

Criminal offence information is processed in accordance with Article 10 UK GDPR and the Data Protection Act 2018.

5. Information We Collect

Depending on the circumstances, we may collect and process the following categories of information.

Personal Information

This may include:

- pupil name;
- previous names;
- date of birth;
- gender;
- address;
- telephone numbers;
- email addresses;
- emergency contact details;
- parent/carer details;
- unique pupil number (UPN);
- admission information;
- legal custody or court order information where applicable.

Education Information

This may include:

- attendance records;
- assessment information;
- academic progress;
- examination results;
- behaviour records;
- exclusions information;
- special educational needs and disability information;
- support plans;
- curriculum information.

Characteristics and Equality Information

This may include:

- ethnicity;

- nationality;
- language;
- country of birth;
- disability information;
- equality monitoring information;
- eligibility for free school meals or other educational support.

Health and Welfare Information

Where necessary, we may process:

- medical information;
- allergies;
- medication requirements;
- healthcare plans;
- information relating to pupil wellbeing.

Safeguarding Information

Where necessary, we may process information relating to:

- safeguarding concerns;
- child protection records;
- referrals;
- support from external agencies.

6. How We Collect Information

We usually collect information directly from parents, carers, guardians or pupils through:

- admission forms;
- pupil records;
- communication with families;
- meetings;
- online systems;
- educational assessments.

We may also receive information from third parties, including:

- previous schools or academies;
- Local Authorities;
- health professionals;
- safeguarding partners;
- government agencies;
- education professionals;
- examination and awarding bodies.

Where information is collected, we will explain whether providing the information is mandatory or optional.

7. Who We Share Information With

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

Information may be shared with:

- other schools or academies where pupils transfer;
- Local Authorities;
- Department for Education (DfE);
- NHS services and healthcare professionals;
- safeguarding partners;
- social care services;
- examination boards and awarding bodies;
- education professionals supporting pupils;
- external service providers supporting academy operations;
- IT providers and software suppliers acting as data processors.

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

8. Department for Education and Statutory Data Collections

The Trust is required by law to provide information about pupils to the Department for Education (DfE) through statutory education data collections, including the **School Census**.

These collections are completed under statutory requirements, including:

- Section 537A of the Education Act 1996; and
- the Education (Information About Individual Pupils) (England) Regulations 2013.

The information provided to the DfE supports:

- education planning;
- funding decisions;
- monitoring educational standards;
- national statistics;
- education policy development;
- research and analysis.

Pupil information collected through statutory returns contributes to the **National Pupil Database (NPD)**, which is managed by the DfE.

The DfE may share information from the NPD with approved organisations where permitted by law for purposes including:

- research;
- statistical analysis;
- producing official statistics;
- providing information, advice or guidance.

The DfE applies strict controls when approving access to pupil information, including consideration of:

- who is requesting the information;
- the purpose for which it is required;
- the sensitivity of the information requested;
- security arrangements in place.

Further information about DfE data collections and the National Pupil Database is available on the Department for Education website.

9. Data Processors and Security

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

- information management systems;
- online learning platforms;
- communication systems;
- cloud storage providers;
- educational software providers.

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

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

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

Access to pupil information is limited to individuals who need it for their role.

10. CCTV

The Trust and its academies may operate CCTV systems to support:

- pupil safety;
- safeguarding;
- site security;
- prevention and investigation of incidents.

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

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.

Where information is transferred outside the UK, we ensure appropriate safeguards are in place to protect personal information in accordance with UK GDPR requirements.

12. How Long We Keep Information

We only retain personal information for as long as necessary.

Retention periods are determined by:

- statutory requirements;
- education guidance;
- safeguarding requirements;
- the Trust's Data Retention Schedule.

The Trust's Data Retention Schedule explains how long different categories of information are retained and is available on the Trust website.

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

13. Automated Decision-Making

The Trust does not make decisions about pupils 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;
- request access to personal information held about them;
- request correction of inaccurate information;
- request restriction of processing in certain circumstances;
- object to certain processing;
- request deletion of information where appropriate;
- withdraw consent where processing is based on consent.

Some rights may be limited by legal requirements and may not apply in all circumstances.

Children's Data Protection Rights

Children have the same data protection rights as adults.

The ability of a child to exercise their own rights depends on their age, maturity and understanding.

In secondary academies, pupils are generally considered capable of exercising their own data protection rights where they have sufficient understanding of what the request involves. In these circumstances, requests such as Subject Access Requests may normally be handled directly with the pupil unless:

- the pupil authorises a parent or carer to act on their behalf; or
- the pupil does not have sufficient understanding or capacity.

Parents and carers continue to have their own rights under education legislation, including rights relating to access to educational records where applicable.

To exercise any rights, please contact:

Data Protection Officer

Email: dpo@elp.org.uk

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 practices.