



Academy XP

Data Protection & GDPR Policy

Policy Reference	AXP-SG-003
Author	Proprietor
Policy Agreed	February 2026
Next Review	September 2026
Approved By	Board of Directors

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1. Introduction and Legal Framework

Academy XP is committed to protecting the personal data and privacy of its learners, parents/carers, staff, contractors and partners. As an online education provider, Academy XP processes significant volumes of personal data through digital systems and platforms. We recognise that robust data protection arrangements are essential to safeguarding children, maintaining public trust, and ensuring regulatory compliance.

This policy is established in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) guidance
- The Privacy and Electronic Communications Regulations (PECR)
- Relevant safeguarding and education legislation

Academy XP acts as a Data Controller for the majority of personal data processed in connection with its educational services. In some circumstances, it may act as a Data Processor where services are delivered under instruction from another controller.

Although not legally required to appoint a Data Protection Officer (DPO), Academy XP has voluntarily appointed a suitably qualified and independent DPO to ensure oversight, accountability and best practice across all data processing activities. This reflects our commitment to exceeding minimum compliance standards and embedding data protection by design and by default.

2. Scope and Application

This policy applies to all personal data processed by Academy XP, whether held electronically or in hard copy form. It applies to all staff, governors/directors, volunteers, contractors and third-party service providers who access or process personal data on behalf of Academy XP.

Personal data includes any information relating to an identified or identifiable individual. This includes, but is not limited to:

- Learner records and safeguarding files
- Staff employment records
- Assessment data
- Behaviour and pastoral information
- Special educational needs data
- Audio and video recordings of live lessons
- System usage logs and metadata
- Communications via email, messaging platforms and learning management systems

Special category data, including health information, safeguarding records and other sensitive personal information, is processed in accordance with enhanced protections required under the UK GDPR and Data Protection Act 2018.

3. Data Protection Principles

Academy XP processes personal data in accordance with the six data protection principles set out in UK GDPR. Personal data shall be:

1. Processed lawfully, fairly and transparently.
2. Collected for specified, explicit and legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate and kept up to date.
5. Retained only for as long as necessary.
6. Processed securely to ensure appropriate protection against unauthorised or unlawful processing, accidental loss, destruction or damage.

Academy XP demonstrates compliance with these principles through documented policies, internal controls, training, audits and risk assessments.

4. Lawful Bases for Processing

Academy XP identifies and documents a lawful basis for each category of data processing. These may include:

- Public task (where delivering education in the public interest)
- Legal obligation (e.g. safeguarding, health and safety, employment law)
- Contract (e.g. staff employment or learner enrolment agreements)
- Legitimate interests (balanced against individual rights)
- Consent (where required, particularly for certain uses of images or marketing communications)

Where special category data is processed, an additional Article 9 condition is identified and recorded.

5. Governance and Accountability

Academy XP has appointed a Data Protection Officer (DPO) who operates independently and reports directly to senior leadership. The DPO's responsibilities include:

- Monitoring compliance with UK GDPR and Data Protection Act 2018
- Advising on Data Protection Impact Assessments (DPIAs)
- Acting as the primary contact for the ICO
- Overseeing data breach response procedures
- Supporting staff training and awareness

Senior leaders retain overall accountability for data protection compliance. Data protection responsibilities are embedded within leadership structures, safeguarding arrangements and IT governance.

Records of Processing Activities (ROPA) are maintained and reviewed regularly. Where high-risk processing is identified, a Data Protection Impact Assessment is completed prior to implementation.

6. Data Security and Cybersecurity

As an online provision, Academy XP recognises that cybersecurity and data protection are intrinsically linked. Appropriate technical and organisational measures are implemented to ensure data security, including:

- Role-based access controls and least-privilege permissions
- Multi-factor authentication where available
- Encrypted storage and transmission of data
- Secure cloud-based systems with contractual data protection safeguards
- Monitoring of system access and activity logs
- Regular review of third-party supplier security standards
- Staff cybersecurity awareness training

Lesson recordings, chat logs and safeguarding-related communications are stored securely in accordance with retention schedules and access controls. Academy XP conducts periodic risk assessments of digital platforms used for teaching and administration.

7. Data Retention and Disposal

Personal data is retained only for as long as necessary to fulfil its purpose or meet statutory requirements. Academy XP maintains a documented data retention schedule aligned with statutory guidance and sector best practice.

When data is no longer required, it is securely deleted or destroyed. Electronic data is permanently erased from systems in accordance with secure deletion protocols, and physical documents are shredded using confidential disposal methods.

8. Individual Rights

Academy XP upholds the rights of data subjects under UK GDPR. These include:

- The right to be informed
- The right of access (Subject Access Requests)
- The right to rectification
- The right to erasure (where applicable)
- The right to restrict processing
- The right to data portability
- The right to object

- Rights relating to automated decision-making and profiling

Requests relating to these rights must be submitted in writing and are handled within statutory timeframes. Identity verification is required before disclosure of personal data.

Where safeguarding concerns exist, certain rights may be lawfully restricted in order to protect the welfare of the child.

9. Data Breach Management

A personal data breach is defined as a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

All staff must report suspected data breaches immediately to senior leadership and the DPO. The DPO will assess the risk to individuals' rights and freedoms and determine whether the breach must be reported to the ICO within 72 hours, in accordance with statutory requirements.

Where a breach is likely to result in high risk to individuals, affected data subjects will be informed without undue delay.

All breaches are documented, reviewed and used to inform improvements in systems and training.

10. Data Sharing and Third-Party Processors

Academy XP only shares personal data where lawful, necessary and proportionate. Data sharing agreements or contractual clauses are in place with third-party processors to ensure compliance with UK GDPR.

Before engaging new digital platforms or service providers, Academy XP undertakes due diligence to ensure that:

- Appropriate data processing agreements are in place
- Data is stored securely
- Transfers outside the UK comply with international transfer requirements
- Safeguarding and data protection obligations are met

11. Training and Awareness

All staff receive data protection training as part of induction and through regular updates. Training includes responsibilities under UK GDPR, data breach awareness, confidentiality, safe handling of sensitive information, and cybersecurity best practice.

Compliance is monitored and refresher training is mandatory.

12. Safeguarding and Data Protection Interface

Academy XP recognises that safeguarding and data protection are complementary obligations. Information is shared appropriately to protect children, in line with safeguarding legislation and statutory guidance.

Where a conflict appears to arise between data protection and safeguarding responsibilities, the welfare of the child remains paramount. Data protection legislation does not prevent appropriate safeguarding information sharing.

13. Monitoring, Review and Continuous Improvement

This policy is reviewed annually, or sooner where there are legislative updates, regulatory changes, technological developments or identified risks.

Academy XP conducts periodic audits, risk assessments and compliance reviews to ensure that its data protection framework remains robust, effective and sector-leading.

13. Contact Details

Data Protection Officer: office@academyxp.co.uk

Individuals also have the right to lodge a complaint with the Information Commissioner's Office if they believe their data protection rights have been infringed.

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