The LETTA Trust

Privacy Notice for Parents and Carers

Bygrove · Columbia · Hermitage · Stebon · Virginia

Who we are

The LETTA Trust is the data controller for personal data processed across its schools: Bygrove Primary School, Columbia Primary School, Hermitage Primary School, Stebon Primary School and Virginia Primary School. In this notice, "we" means the Trust and the Trust school with which you have a relationship. The Trust is registered as a data controller with the Information Commission.

This notice explains how we collect and use personal data about parents and carers. Information about pupils is covered in our separate Privacy Notice for Pupils.

Data protection law means the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, each as amended by the Data (Use and Access) Act 2025, together with related legislation. The Trust's Information Governance Policy, available on the Trust website, sets out in full how we meet our obligations.

Our Data Protection Officer

Our Data Protection Officer (DPO) advises us on data protection law and monitors our compliance with it. If you have any questions about this notice or about how we handle your personal data, please contact the DPO at dpo@letta.org.uk.

What information we collect

The categories of information we collect, hold and share about parents and carers include:

- names, relationship to the pupil and parental responsibility information, including any relevant court orders
- contact details and emergency contact details
- evidence of address and eligibility provided for admissions or free school meals applications
- financial information needed to administer payments for school meals, trips and clubs

- records of your communications with the school, including complaints and consent decisions
- images captured by CCTV when you visit our sites, and photographs taken at school events

Why we use this information and our lawful bases

We use this information to contact you about your child's education, attendance and welfare, to keep pupils safe and respond to emergencies, to administer admissions and free school meals, to collect payments, to meet our safeguarding duties, and to manage our relationship with you, including any concerns or complaints you raise.

Our lawful bases under the UK GDPR are: legal obligation; public task, where processing is necessary to perform our official functions as a school; vital interests, in an emergency; contract, where you buy optional services from us; and consent, where we have asked for it. As a public authority, we do not rely on legitimate interests for processing carried out in the performance of our public tasks. Where special category data is involved, we also rely on an applicable condition under Article 9 UK GDPR and the Data Protection Act 2018.

Who we share your information with

We only share your information where data protection law allows or requires it. Depending on the purpose, recipients may include the local authority, the Department for Education, HM Courts and Tribunals Service or the police where required, payment and catering providers, and suppliers who process data on our behalf under contract. Any supplier processing personal data on our behalf does so under contractual and security safeguards.

From 30 September 2026, section 16LA of the Children Act 2004 places a statutory duty on schools to share information relevant to safeguarding or promoting the welfare of a child with certain other organisations where the statutory conditions are met. Where this duty applies, our lawful basis is legal obligation and consent is not required, although we will be open about such sharing wherever it is appropriate and safe to be so.

How long we keep your information

We keep personal data only for as long as it is needed for the purposes for which it was collected, or for as long as the law requires. Retention periods are set out in the Trust's records retention schedule, which forms part of the Information Governance Policy.

Your rights

You have the right to:

- be informed about how we use your personal data

- request access to the personal data we hold about you – we will respond within one month of the relevant time, and where we reasonably need information to confirm your identity or to clarify your request, the time limit is paused until we receive it
- request that inaccurate or incomplete personal data is corrected
- request erasure of your personal data where there is no compelling reason for us to continue processing it
- request that our processing of your personal data is restricted
- object to our processing of your personal data, including processing we carry out in the performance of our public task
- data portability, where processing is based on your consent or a contract and is carried out by automated means

Where our processing is based on your consent, you may withdraw that consent at any time. We do not make decisions about you based solely on automated processing which have legal or similarly significant effects.

Complaints

If you are unhappy with how we have collected or used your personal data, please raise it with the DPO at dpo@letta.org.uk. We will acknowledge your complaint within 30 days, make appropriate enquiries, keep you informed of progress and tell you the outcome without undue delay, in line with section 164A of the Data Protection Act 2018.

You also have the right to complain to the Information Commission, whose office continues to be known as the ICO: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF; telephone 0303 123 1113; www.ico.org.uk.

This notice is reviewed annually. It was last updated in October 2026 to reflect the Data (Use and Access) Act 2025, the statutory safeguarding information-sharing duty in section 16LA of the Children Act 2004, and the establishment of the Information Commission.