The LETTA Trust

Privacy Notice for Staff

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 the people we employ, or otherwise engage, to work at the Trust and its schools.

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 include:

- personal identifiers – such as name, address, date of birth and National Insurance number
- recruitment information – such as application forms, references, qualifications, right to work checks and the outcome of Disclosure and Barring Service (DBS) checks
- contract, pay, pension and benefits information
- absence and health information, including occupational health referrals

- trade union membership, where you tell us or where needed to administer subscriptions or facility time
- performance, training and disciplinary or grievance records
- images captured by CCTV on our sites

Why we use this information and our lawful bases

We use this information for employment and workforce management, payroll and pensions, safeguarding, health and safety, performance management and statutory workforce reporting.

Our lawful bases under the UK GDPR are: contract, where processing is necessary to perform your employment contract; legal obligation, including our employment, education and safeguarding obligations; public task, where processing is necessary to perform our official functions; and vital interests, in an emergency. As a public authority, we do not rely on legitimate interests for processing carried out in the performance of our public tasks. Where we process special category data, such as health information, ethnicity or trade union membership, we also rely on a condition under Article 9 UK GDPR and the Data Protection Act 2018, such as the employment and social security condition, the provision of occupational health, or equal opportunities monitoring.

When we collect information from you, we will make clear whether you are required to provide it and what the consequences are if it is not provided.

Who we share your information with

We only share your information where data protection law allows or requires it. We routinely share staff information with:

- the Department for Education and the local authority, including through the annual school workforce census, which supports workforce planning, monitoring and the work of the School Teachers' Review Body
- the Disclosure and Barring Service, for checks on suitability to work with children
- our payroll and HR providers, to pay you and administer your employment
- HM Revenue and Customs, for tax and National Insurance
- your pension scheme – the Teachers' Pension Scheme for teachers and the Local Government Pension Scheme for support staff
- salary sacrifice and benefit providers you have chosen to use
- our occupational health provider, where a referral is made
- professional advisers, insurers and regulators, including Ofsted and the Information Commission, where required
- suppliers who process data on our behalf under contract, such as IT and cloud storage providers

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.

CCTV

Our school sites operate CCTV for the purposes of safeguarding pupils and maintaining the safety and security of our premises, relying on our public task. Cameras are signposted, recordings are held securely and footage is normally retained for no more than 31 days. Further details are set out in the Information Governance Policy.

How long we keep your information

We keep your information only for as long as we need it, 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.