The LETTA Trust

Privacy Notice for Visitors

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 visitors to our school sites.

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

When you visit one of our schools we may collect:

- your name and, where relevant, your organisation and role
- the times of your arrival and departure, recorded through our signing-in system
- vehicle details, where you park on site
- identification and vetting information, where your visit involves contact with pupils
- images captured by CCTV

Why we use this information and our lawful bases

We collect this information to keep pupils, staff and visitors safe, to know who is on site in the event of a fire or other emergency, to meet our health and safety and safeguarding obligations, and to maintain the security of our premises. Our lawful bases under the UK GDPR are legal obligation and public task. As a public authority, we do not rely on legitimate interests for processing carried out in the performance of our public tasks.

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.

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 your employer, where you visit us in a professional capacity, the police or the courts where required, and suppliers who operate our signing-in and security systems on our behalf under contract.

How long we keep your information

Visitor records and CCTV footage are kept only for as long as they are needed. CCTV footage is normally retained for no more than 31 days. 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.