

Leicester Preparatory School

Website, Visitor and CCTV Privacy Policy

Date: September 2026

Date to be reviewed: September 2027

WEBSITE, VISITOR AND CCTV PRIVACY NOTICE

1. About this notice

This notice explains how Leicester Preparatory School processes personal information relating to:

- visitors;
- prospective parents;
- website users;
- people who contact the School;
- suppliers and contractors;
- individuals captured by CCTV.

2. Who we are

The data controller is:

Stoneygate College (Leicester Preparatory School) Ltd

Address: 2A Albert Road, Stoneygate, Leicester, LE2 2AA

Email: office@leicesterprep.co.uk

Data Protection Officer: Francis Fernandes

DPO email: f.fernandes@leicesterprep.co.uk

3. Information collected through the website

Depending on how you interact with the website, we may collect:

- name;
- email address;
- telephone number;
- information submitted through enquiry forms;
- information contained in correspondence;
- IP address;
- technical information;
- website usage information;
- cookie information.

4. Why we use website information

We use information to:

- respond to enquiries;
- communicate with prospective families;
- arrange visits;
- provide information about the School;
- administer website services;
- maintain website security;
- improve website functionality;
- comply with legal obligations.

5. Cookies

The School website may use cookies and similar technologies.

Some cookies are necessary for the operation and security of the website.

Other cookies may require consent depending on their purpose.

Where consent is required, users will be given appropriate information and a choice before such cookies are used.

6. Enquiries and communications

If you contact the School, we may retain your correspondence so that we can:

- respond to your enquiry;
- provide information;
- maintain appropriate records;
- deal with follow-up questions;
- meet legal or regulatory requirements.

We will not use your information for unrelated purposes without a lawful basis.

7. Visitors

Visitors may be asked to provide information such as:

- name;
- organisation;
- contact details;
- reason for visit;
- arrival and departure times.

This information may be used for:

- safeguarding;
- health and safety;
- emergency procedures;
- security;
- visitor management.

8. CCTV

CCTV may operate on School premises.

The purposes of CCTV include:

- safeguarding pupils;
- protecting staff and visitors;
- preventing crime;
- protecting School property;
- investigating incidents;
- maintaining security.

CCTV footage is only accessed by authorised individuals.

Footage will normally be retained for a limited period in accordance with the School's retention arrangements unless it is required for an investigation, safeguarding matter, legal claim or other lawful purpose.

9. Who we may share information with

Where lawful and necessary, information may be shared with:

- emergency services;
- police;
- safeguarding agencies;
- professional advisers;
- IT providers;
- website providers;
- insurers;
- regulatory bodies;
- other appropriate organisations.

10. Your rights

Depending on the circumstances, you may have rights to:

- access your personal information;
- correct inaccurate information;
- request deletion;
- restrict processing;

- object;
- request data portability;
- withdraw consent where applicable.

11. Questions and complaints

Please contact:

Data Protection Officer: Francis Fernandes

Email: f.fernandes@leicesterprep.co.uk

Address: 2 Albert Road, Leicester, LE2 2AA

If you remain dissatisfied, you may complain to the Information Commissioner's Office.

12. Review

This notice will be reviewed annually and when significant changes are made to the School's processing activities.

Last updated: August 2026
Next review: August 2027