



George Fentham Endowed School

Fentham Road, Hampton In Arden,
Solihull. West Midlands. B92 0AY
Telephone: 01675 442800 Fax: 01675 443936
Email: office@george-fentham.solihull.sch.uk
www.georgefenthamschool.co.uk
Mrs J Gaughan Head Teacher

September 2018

George Fentham Endowed School

Fair Processing Notice Pupil Information: How we use it

What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under relevant legislation and regulations.

We may occasionally ask you for consent to use your information; however, we will make this clear where consent is our lawful basis

The information we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion and any relevant medical information.

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data Set, here: <https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from the previous school or nursery and we may also receive information from the Local Authority (LA) and the DfE.

Who we share it with

Effective and relevant information sharing between parents, schools, LAs and the DfE is necessary to ensure that all children are safe and receiving suitable education.

- **Local Authority and Department for Education**

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social Services at the LA or to request education support services.





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The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection law. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) the DfE have provided pupil level data to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

- **Attendance and Welfare Support- Central School and Attendance Welfare Service (CSAWS)**

We have contracted CSAWS to provide Attendance and Welfare Support Services. If we have any attendance concerns we will pass names and contact details, date of birth, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion, nationality and any relevant medical information to this team. More information about how CSAWS uses and stores personal information can be found at <http://www.csaws.co.uk/privacy-notice/4591967781>

- **Solihull Catering**

Solihull catering provides school meals and Universal free school meals for the pupils in Primary schools. They use till systems by Nationwide Retail Systems Ltd (NRS) to provide Cashless Catering, where they store children's names, photographs and any special dietary requirements. For more information, please contact the Data Protection Officer at the Head Office of Nationwide Retail Systems Ltd, Whaley Road, Barugh Green, Barnsley, South Yorkshire. S75 1HT

- **Evolve**

We utilise Evolve to provide an online school visit risk assessment service for school. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit: <https://evolve.edufocus.co.uk/evco10/privacy.asp>

- **South Warwickshire NHS Foundation Trust**

We sometimes need to share personal information with NHS teams, such as the School Nurse team who promote health and emotional wellbeing in schools and provide services such as health assessments and immunisation programmes. For information about their Privacy Policy please contact <https://www.swft.nhs.uk/privacy-policy> or dop.swft@nhs.net.

- **Capita SIMS**

We use this Information System to store, pupil details and contact information, special needs, medical information, dietary requirements, attendance and assessment information, history of previous schools. For further information go to <https://capita-sims.co.uk/privacy-statement>





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- **ParentPay**

We utilise ParentPay to provide an online payment service for parents to include school trips and school meals. Data is stored on a secure server within the UK and operates under the requirements of Data Protection legislation. For more information, please visit: <https://www.parentpay.com/privacy-policy>

- **School PUPIL TRACKER Ltd (SPTO)**

We utilise SPTO (School Pupil Tracker Online) this system has been used to monitor both pupil attainment and progress against the National Curriculum. Data is stored at a secure facility UK Fast Ltd, Manchester. [https:// www.ukfast.co.uk/data-security.html](https://www.ukfast.co.uk/data-security.html)
For further information on SPTO please contact Neil Crabtree-Livesey, Data Protection Officer at info@schoolpupiltracker.co.uk.

- **JCA (Travel Class Ltd) – Residential Trips to Conover Hall**

For the health, safety and wellbeing of pupils whilst on residential trips, we supply pupil information as follows: name, contact details, special needs/medical conditions/dietary requirements. Further information can be obtained at <https://www.conoverhall.com/privacy-policy>

- **SENTAA Ltd**

SENTAA Ltd collects and uses personal information about pupils that are referred to SENTAA Ltd by schools with the permission of parents/carers. This information is gathered in order to enable it to provide teaching assessment and advise to ensure the child makes the best possible progress. Further information can be obtained from www.sentaa.co.uk

- **Tempest Photography**

Where Tempest take school photographs, they do not collect personal data of pupils or staff that they are photographing. Further information on the encrypted images used can be obtained from <https://www.htempest.co.uk/gdpr>

- **Everyone Active**

From 1st June 2018 Everyone Active has taken over the management of Solihull MBC Leisure Centres which includes North Solihull Sports Centre where we take our children for swimming lessons during the Autumn & Spring Terms. In line with the Swim England Safe Supervision document we supply a list of pupil names and any medical conditions. Further information can be obtained from <https://everyoneactive.com/legal-policies/privacy>

- **Schools**

We will also pass information about Pupils to their next school in order that the Educational record is maintained for a Pupil's entire school life.





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How long we keep it

The information we collect, use and store about pupils and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the pupil's last known school we will retain the information until the pupil is at least 25 years old; this ties in with the Limitation Act 1980.

Your Rights

Data Protection law allows an individual to ask the school for copies of the information we hold about them or their children. If you would like more information about this please contact Mrs J Gaughan, Head Teacher or Mrs E Hansford, Data Protection Contact.

If at any point you believe the information we hold is inaccurate or you have concerns about our use of it please let us know.

Contact

For more information on the content of this Notice, how George Fentham Endowed School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact Mrs J Gaughan, Head Teacher or Mrs E Hansford, Data Protection Contact, who will respond or investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO).

For more information about how Solihull MBC stores and uses the information we pass to them, please contact Education Information Management Services

Tel: 0121 704 8313

Email: eims@solihull.gov.uk

For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them at the details below:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Tel: 0370 000 2288

Contact form: <https://www.gov.uk/contact-dfe>

