



George Fentham Endowed School

Fentham Road, Hampton In Arden,
Solihull. West Midlands. B92 0AY

Telephone: 01675 442800

Email: office@george-fentham.solihull.sch.uk

www.georgefenthamschool.co.uk

Mrs J Gaughan Head Teacher

October 2025

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.

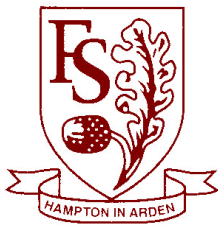
Who we share it with

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 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 Cypad, where they store children's names, photographs and any special dietary requirements. For more information regarding their Privacy Notice, please visit

<https://www.parentpay.com/cypad/gdpr/>

- **E-visit**

We utilise e-visit 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://www.e-visit.co.uk/eVisitPrivacyNotice.docx>

- **South Warwickshire NHS Foundation Trust**

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





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- **Birmingham Community Healthcare**

Birmingham Community Healthcare NHS Foundation Trust have Information on a Sharing Agreement with Solihull local authority. For the purpose of Immunisation Programmes eligible pupil's name, date of birth, gender, address and GP details may be provided. For more information, please go to:

<https://www.bhamcommunity.nhs.uk/about-us/corporate-information/privacy-notices-and-data-protection/patient-privacy-notice/>

- **University Hospitals Birmingham NHS Foundation Trust**

University Hospitals Birmingham, NHS Foundation Trust Paediatric Audiology Team carry out Hearing Screening Assessments for which we may share personal information. For information regarding their Privacy Policy please go to: <https://www.uhb.nhs.uk/privacy-notice/patients>

- **Arbor**

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://arbor-education.com/privacy-notice-cookie-statement/>

- **Rising Stars (MARK)**

This is a software scheme for Reading Tests run by Hodder Education. Pupil names, dates of birth, year groups and teachers are extracted from the Capita SIMs as above. Their privacy notice can be found at <https://www.hoddereducation.co.uk/privacynotice>

- **ParentPay**

We utilise ParentPay to provide an online payment service for parents to include school trips and school meals. Data will be stored on a secure server in London by CAE Technology Services Ltd who will operate as a sub-processor under UK Data Protection law. For more information, please visit:

<https://www.parentpay.com/privacy-policy>

- **Insight (A software Service product provided by Equin Ltd)**

We utilise Insight, an online assessment tracking tool to enable school to record pupil and assessment data for the purpose of attainment and progress monitoring. Further information can be obtained at

<https://www.insighttracking.com/privacy>





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- **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>

- **Talk Therapy**

This is an independent Speech & Therapy Practice who work closely with schools and parents to support children to develop their speech, language & communication skills. If your child has been identified as a pupil who would benefit from this initiative, the consent form explains that data is stored electronically **Talk Therapy keep the following information about your child, to help us to plan the most effective therapy.** Information gathered about your child will include:

- Biographical information e.g. name, address
- Assessment information e.g. assessment results
- Clinical information e.g. reports
- Therapy information e.g. sessions notes, targets
- Liaison information e.g. record of telephone conversations, letters

This information will be stored electronically, and can only be accessed by the Practice Manager and the therapist actively working with your child. You have the right to request access to the information we hold on your child at any time. Requests should be made directly to the Practice Manager. This data may be shared with yourself, your relatives and other healthcare or education professionals **only with your permission**. All information gathered is confidential and secure in accordance with the General Data Protection Regulation (GDPR) and Information Commissioner's Office (ICO). If you would like to see a copy of our Data Protection Policy please contact the Practice Manager directly at www.letstalktherepy.uk

- **North Solihull Sports Centre (Everyone Active)**

Our Year 3 children will have swimming lessons during the current school year. In line with the Swim England Safe Supervision document we supply a list of pupil forenames. Further information can be obtained from:

<https://www.everyoneactive.com/legal-policies/privacy/>





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- **CPOMS**

CPOMS is an online platform for monitoring, safeguarding, wellbeing & pastoral issues. Data is stored on secure servers in the UK. All connections to CPOMS are encrypted and data encryption is also applied to all sensitive information stored in the database. Further information can be obtained from:

<https://www.cpoms.co.uk/privacy/>

- **Globebrow Limited T/A Manor Adventure**

General school data (not personal data) is held on the Administrator's database on their office computers with access only to the Centre Administrators and Directors.

The only personal data collected from school is - Operations Pack Contact Details which requires names and ages of pupils, Dietary and Medical Information - only requires pupil's name with details. If a Reportable Accident occurs then Manor Adventure will collect: Names, D.O.B of pupil along with School Name and Address

General school and personal data are shredded in Operations after departure from the centre. Reportable Accidents are kept by the Heads of Centre for up to two years then details are shredded.

<https://www.manoradventure.com/terms.php#:~:text=We%20may%20collect%20certain%20personal,for%20monitoring%20and%20training%20purposes.>

- **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.

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 pupils 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, Ms S Smith, Data Protection Contact or the Corporate Information Governance Manager at Solihull MBC

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





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please contact Mrs J Gaughan, Head Teacher, Ms S Smith, Data Protection Contact or the Corporate Information Governance Manager at Solihull MBC, 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>

