

Sound and District Primary School Privacy Notice for Pupils, Parents and Carers (2026) Including Rising Stars Wraparound Care

1. Who We Are

Sound and District Primary School is a **maintained school within Cheshire East Council**.

We are the **data controller** for the personal data we process.

We are committed to protecting the privacy and security of pupils, parents and carers in line with the **UK GDPR** and the **Information Commissioner's Office (ICO)** guidance.

2. Why We Collect and Use Information

We collect and process pupil and parent data under the following lawful bases:

- **Legal obligation** (e.g. school census)
- **Public task** (education provision)
- **Vital interests** (safeguarding)
- **Consent** (where required – e.g. photos)

We use personal data to:

- Support teaching and learning
- Monitor progress and attainment
- Provide pastoral care and safeguarding
- Administer admissions and attendance
- Manage behaviour and exclusions
- Deliver **Rising Stars wraparound care**

- Communicate with parents (e.g. via ClassDojo)
- Process payments (e.g. via SCO Pay)
- Meet statutory duties (DfE, LA)
- Ensure pupil safety and wellbeing

3. The Data We Collect

We may collect, use, store and share:

Pupil Data

- Name, date of birth, address, UPN
- Attendance and assessment data
- Behaviour and exclusion records
- Safeguarding information
- SEN / EHCP information
- Medical information and dietary needs
- Photographs and video recordings

Parent/Carer Data

- Names, contact details, emergency contacts
- Relationship to child
- Payment and booking information (Rising Stars)

Characteristics Data

- Ethnicity, language, nationality
- Free school meal eligibility / Pupil Premium

4. How We Collect Information

We collect data from:

- Parents/carers via forms and admissions
- Local Authority (Cheshire East)
- Previous schools / settings
- Health and social care professionals
- Direct interaction with pupils

Some information is **statutory**, while other data is provided voluntarily.

5. How We Store and Protect Data

We securely store data:

Electronic Systems

- Arbor MIS
- ClassDojo
- SCO Pay
- CPOMS (safeguarding recording system)
- Microsoft 365 / SharePoint

Paper Records

- Stored securely in locked cabinets

We follow:

- Data minimisation principles
- Role-based access controls
- Secure storage and encryption where appropriate

Retention (DfE Guidance)

We follow the **DfE Records Management Toolkit**:

- **Pupil records:** until **25th birthday**
- **Safeguarding files:** transferred to next school securely

- **Attendance registers:** 3 years
- **Accident records:** up to 21 years (depending on age)

6. Who We Share Data With

We share data only where lawful and necessary:

Statutory Bodies

- Department for Education (DfE)
- Cheshire East Council

Education and Safeguarding

- Schools pupils transfer to
- NHS and school nursing service
- Social care and safeguarding partners

Service Providers (Data Processors)

- Arbor MIS
- ClassDojo
- SCO Pay
- CPOMS
- Educational providers / trip organisers

We ensure all providers comply with **data protection law**.

7. National Pupil Database (NPD)

We are required to share data with the DfE for the **National Pupil Database (NPD)**.

The NPD:

- Supports research and education policy
- Is securely managed

- Only shared under strict controls

8. International Data Transfers

Some systems (e.g. cloud services like ClassDojo) may process data outside the UK.

Where this occurs, we ensure:

- UK GDPR safeguards are in place
- Appropriate contracts and protections exist

9. Automated Decision Making

We **do not use automated decision-making** or profiling that affects pupils.

10. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access your data
- Request correction
- Request erasure (in certain circumstances)
- Restrict or object to processing
- Data portability (where applicable)

11. Contacting Us

School Contact

Sound and District Primary School
Whitchurch Road, Sound, Nantwich, CW5 8AE
01270 780270

Data Protection Officer

Dr Anthony Shuker

12. Complaints

If you are unhappy with how we use your data, you can contact:

Information Commissioner's Office

<https://ico.org.uk/concerns/>