

No pupil information is stored or sent anywhere.

The planner runs in the member of staff's web browser. What they type about a pupil is held in the browser's memory only while the page is open, and disappears when it is closed or refreshed. There is no pupil database, no server copy and no artificial intelligence.

What we hold

- **Pupils:** nothing.
- **Staff with logins:** name, school email, role, date created, last sign-in, and a salted PBKDF2 hash of the password (never the password itself).
- **School:** name, licence details and branding chosen by the main user (name, logo, colours, vision, priorities, provision menu).
- **Demo:** a SHA-256 scrambled form of the email address only.

What leaves the browser

- Only what staff choose to print, download (PDF, plan file, calendar file, task CSV) or copy.
- Review reminders for Google Calendar, Outlook, WhatsApp, Slack or email use the pupil's **initials** and dates, and are only created when staff click.
- Imported EHCPs, reports and behaviour logs are read on the device. They are never uploaded.

Hosting and transfers

Hosting	Cloudflare, Inc. (sub-processor for staff account data)
Data location	Staff account database in Cloudflare's Western Europe region
Safeguards	Cloudflare DPA with UK International Data Transfer Addendum; EU-US Data Privacy Framework and UK Extension
Other services	PDF.js library from cdnjs (only when a PDF is imported; the file is not sent). Stripe for invoices and payments.

Technical security

- HTTPS everywhere with HSTS; strict content security policy limiting what pages can load and where they can send data.
- Passwords: 10+ characters, common passwords refused, salted PBKDF2-SHA256 hashes.
- Repeated sign-in attempts blocked; reset links single-use, short-lived and stored hashed.
- Secure, HTTP-only, SameSite session cookies; tokens stored hashed.
- Supplier admin access needs a password **and** an emailed code.
- Optional restriction of staff sign-up to your school's email domain.

Retention

- Pupil data: none retained; cleared when the page closes.
- Staff removed or self-deleted: deleted straight away.
- All logins and branding: deleted 90 days after the licence ends.
- Account activity log: 12 months. Sessions: 12 hours (30 days if staff choose).

Cookies, tracking and AI

- No analytics, advertising or tracking on the website, demo or app.
- One strictly necessary sign-in cookie in the app; no consent banner needed.
- No AI, profiling or automated decisions. A keyword matcher in the browser suggests barriers; staff decide.

Roles and the school's responsibilities

- The school is the **controller** of everything staff enter and the files they create. As we never receive pupil information, we do not act as a processor for pupil data.
- Ask staff to use initials, lock screens, and save downloaded plans only to approved school storage. Your existing SEN records, retention and photograph consent policies apply.
- We will tell you before any change that would mean storing or sending pupil information, and agree a data processing agreement first. Any breach of staff account data will be reported to affected schools without undue delay.