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| Children’s data | What data do we process? | Why do we process it?  Legal basis | Data storage-security | Data sharing-who with? | Data destruction- how? | Data retention-how long? |
| Parent Provider Contract  Policies and procedures acknowledgement  Permissions | Child’s name | Legal obligation to share policies and procedures with parents  Legitimate interest to record | Paper copy | Ofsted  HMRC | After required time, shredded securely | 7 years |
| Attendance register | Childs name, date of birth, address, name and address of doctor | Legal obligation  EYFS 3.76 | Attendance register – paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted  Local authority  All playgroup staff | After required time, shredded securely | 7 years |
| Accident/injury form | Child’s name | Legal obligation  EYFS 3.50 | Accident record  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted  Local authority  All playgroup staff | After required time, shredded securely | Until child is 21years and 3 months (for insurance purposes) |
| Existing Injury form | Child’s name, address, details of injury and any medical treatment | Legitimate interests  To support child’s health and safety | Existing Injury record - Paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted  Local authority  All playgroup staff | After required time, shredded securely | Until child is 21years and 3 months (for insurance purposes) |
| Intimate care report | Child’s name | Legitimate interests  To support child’s health and safety | Intimate Care record  Paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | All playgroup staff | After required time, shredded securely | Until child is 21years and 3 months (for insurance purposes) |
| Payment sheets | Child’s name | Legal obligation  HMRC | Paper copy  Setting computer | HMRC | After required time, shredded securely  Digital copy deleted | 5 years after tax submission for that year |
| Child record  Emergency contacts  Parent details | Child’s name, date of birth, NHS number, name and address of doctor  Emergency contacts | Legal obligation  EYFS 3.72  Ofsted  Vital interest | Paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted  Local authority  Deputy leader | After required time, shredded securely | 7 years |
| Complaints form | Child’s name, date of birth, address | Legal obligation  EYFS 3.74  Ofsted | Complaints record – paper copy  Stored in locked cupboard in setting | Ofsted  Local authority | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Incident report | Child’s name, date of birth, address | Legal obligation  EYFS 3.1 onwards  Ofsted | Incident report record- paper copy  Stored in locked cupboard in setting | Ofsted  Local authority | After required time, documents will be shredded | Until child is 21years and 3 months (for insurance purposes) |
| Safeguarding  Concerns | Child’s name, date of birth, address | Legal obligation  EYFS 3.68  Ofsted  Local authority | Safeguarding record-paper copy  Stored in locked cupboard in setting | Ofsted  Local authority | After required time, documents will be shredded | Until child is 21years and 3 months (for insurance purposes) |
| Learning and development  All about me  Starting points  Observations  Unique child  Progress trackers  2 year check  Transfer records  Developmental Journals | Child’s name, date of birth, photo | Legal obligation EYFS  Ofsted  Legitimate interest  Consent for photos  Ofsted  Legal obligation  Ofsted  Legal obligation  Local authority, required for FEEE funding  Legal obligation  Local authority, required for SEN funding | Children’s assessment Record  Stored in locked cupboard in setting  Tapestry  Setting computer  Past records kept in locked cupboard at leader’s house  Setting computer  Paper copy  Setting computer  Paper copy | Ofsted  Local authority  Other professionals  School/new setting/parents  School/new setting/parents | Paper copy shredded securely.  Online document deleted  Paper copy shredded  Digital copy deleted  Paper copy given to parents and handed to new setting  Digital copy deleted  Digital copy deleted  Paper copy handed to new setting | Until child leaves setting  Until child leaves setting |
| Reports to and from other professionals  ISAR  SENIT reports  SLT reports  EHC forms | Child’s name, date of birth, photo | Legal obligation  Local authority, required for SEN funding | Child’s record  Paper copy/setting computer  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted  Local authority  School/new setting  Parents | Paper copy handed to new setting  Digital copy deleted | Until child leaves setting |
| LA FEEE funding form | Child’s name, date of birth, address, ethnicity, NHS number, gender | Contractual obligation  Local authority, required for FEEE funding | Paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Local authority | After required time, documents will be shredded | 21 years |
| Medication form | Child’s name, date of birth | Legal obligation  EYFS 3.44  Ofsted | Childs record  Paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted | After required time, documents will be shredded | Until child is 21years and 3 months (for insurance purposes) |
| Permission forms | Child’s name | Legal obligation  Ofsted | Paper copy | Deputy leader | After required time, documents will be shredded | Until child leaves setting |
| Trip permission forms | Child’s name | Legal obligation  Ofsted | Paper copy | Deputy leader | After required time, documents will be shredded | Until child leaves setting |
| Signing up sheets e.g. Christmas party | Child’s name | Consent | Paper copy | Deputy leader | After required time, documents will be shredded | Until event has happened |
| Birthday list | Child’s name | Consent | Paper copy | Deputy leader | After required time, documents will be shredded | Until event has happened |
| Attendance list | Child’s name | Consent | Paper copy/setting computer | All playgroup staff | Documents shredded when child leaves setting. Online documents deleted. | Until child leaves setting |
| Key person group list | Child’s name | Legal obligation  EYFS  Ofsted | Paper copy/setting computer | Ofsted  All playgroup staff | Documents shredded when child leaves setting. Online documents deleted. | Until child leaves setting |
| Group planning lists | Child’s name | Legitimate interests | Paper copy/setting computer | All playgroup staff | Documents shredded when child leaves setting. Online documents deleted. | Until child leaves setting |
| Children’s names on work | Child’s name | Legitimate interests | Displayed in locked room in setting. Removed from other areas at end of session | All playgroup staff  Visitors to setting | Work handed to parents. | Until child leaves setting |
| Childrens photos on wall | Child’s name, photo | Consent | Displayed in locked room in setting. Removed from other areas at end of session | All playgroup staff  Visitors to setting | Returned to parents | Until child leaves setting |
| Children’s photos in displays of learning | Child’s name, photo | Consent | Displayed in locked room in setting. Removed from other areas at end of session | All playgroup staff  Visitors to setting | Returned to parents | Until child leaves setting |
| Tapestry Learning Journals | Child’s name, date of birth, photo | Legitimate interests | See Tapestry Learning Journals information | All playgroup staff | PDF of journal sent electronically to parents.  Journal deleted and all permissions ended when child leaves setting. | Until child leaves setting |
| Children’s photos on ipads | Child’s photo | Consent | Stored on setting Ipads. Passcode protected. Kept at leader’s home when not in setting. | All playgroup staff | Photos deleted securely weekly | Until observation added to Tapestry |