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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 ContractPolicies and procedures acknowledgementPermissions | Child’s name | Legal obligation to share policies and procedures with parentsLegitimate 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 obligationEYFS 3.76 | Attendance register – paper copyStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLocal authorityAll playgroup staff | After required time, shredded securely | 7 years |
| Accident/injury form | Child’s name | Legal obligationEYFS 3.50 | Accident recordStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLocal authorityAll 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 interestsTo support child’s health and safety | Existing Injury record - Paper copyStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLocal authorityAll playgroup staff | After required time, shredded securely | Until child is 21years and 3 months (for insurance purposes) |
| Intimate care report | Child’s name | Legitimate interestsTo support child’s health and safety | Intimate Care recordPaper copyStored in locked cupboard in settingPast 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 obligationHMRC | Paper copySetting computer | HMRC | After required time, shredded securelyDigital copy deleted | 5 years after tax submission for that year |
| Child recordEmergency contactsParent details | Child’s name, date of birth, NHS number, name and address of doctorEmergency contacts | Legal obligationEYFS 3.72OfstedVital interest | Paper copyStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLocal authorityDeputy leader | After required time, shredded securely | 7 years |
| Complaints form | Child’s name, date of birth, address | Legal obligationEYFS 3.74Ofsted | Complaints record – paper copyStored in locked cupboard in setting | OfstedLocal 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 obligationEYFS 3.1 onwardsOfsted | Incident report record- paper copyStored in locked cupboard in setting | OfstedLocal 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 obligationEYFS 3.68OfstedLocal authority | Safeguarding record-paper copyStored in locked cupboard in setting | OfstedLocal authority | After required time, documents will be shredded | Until child is 21years and 3 months (for insurance purposes) |
| Learning and development All about meStarting pointsObservationsUnique childProgress trackers2 year checkTransfer recordsDevelopmental Journals | Child’s name, date of birth, photo | Legal obligation EYFSOfstedLegitimate interestConsent for photosOfstedLegal obligationOfstedLegal obligationLocal authority, required for FEEE fundingLegal obligationLocal authority, required for SEN funding | Children’s assessment RecordStored in locked cupboard in settingTapestrySetting computerPast records kept in locked cupboard at leader’s houseSetting computerPaper copySetting computerPaper copy | OfstedLocal authorityOther professionalsSchool/new setting/parentsSchool/new setting/parents | Paper copy shredded securely.Online document deletedPaper copy shreddedDigital copy deletedPaper copy given to parents and handed to new settingDigital copy deletedDigital copy deletedPaper copy handed to new setting | Until child leaves settingUntil child leaves setting |
| Reports to and from other professionalsISARSENIT reportsSLT reportsEHC forms | Child’s name, date of birth, photo | Legal obligationLocal authority, required for SEN funding | Child’s recordPaper copy/setting computerStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLocal authoritySchool/new settingParents | Paper copy handed to new settingDigital copy deleted | Until child leaves setting |
| LA FEEE funding form | Child’s name, date of birth, address, ethnicity, NHS number, gender | Contractual obligationLocal authority, required for FEEE funding | Paper copyStored in locked cupboard in settingPast 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 3.44Ofsted | Childs recordPaper copyStored in locked cupboard in settingPast 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 obligationOfsted | Paper copy | Deputy leader | After required time, documents will be shredded | Until child leaves setting |
| Trip permission forms | Child’s name | Legal obligationOfsted | 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 obligationEYFSOfsted | Paper copy/setting computer | OfstedAll 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 staffVisitors 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 staffVisitors 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 staffVisitors 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 |