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| --- | --- | --- | --- | --- | --- | --- |
| Parents’ 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 | Parent’s signature | Legal obligation to share policies and procedures with parents  Legitimate interest to record | Paper copy | Ofsted  HMRC | After required time, shredded securely | 7 years |
| Accident/injury form | Parents signature | 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 | Parents signature | 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 | Parents signature | 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) |
| Child record  Emergency contacts  Parent details | Parents names, addresses, phone numbers, email  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 | Parents name, address | Legal obligation  EYFS 3.74  Ofsted | Complaints record – paper copy  Stored in locked cupboard in setting | Ofsted  Local authority | After required time, shredded securely | Retained until child is 21 years and 3 months |
| Incident report | Parents signature | Legal obligation  EYFS 3.1 onwards  Ofsted | Incident report record- paper copy  Stored in locked cupboard in setting | Ofsted  Local authority | After required time, shredded securely | Until child is 21years and 3 months (for insurance purposes) |
| Safeguarding  Concerns | Parents signature | 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  Unique child  2 year check  Transfer records | Parents signature | Legal obligation EYFS  Ofsted  Legitimate interest  Local authority, required for FEEE 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 | Ofsted  Local authority  Other professionals  School/new setting | Paper copy shredded securely.  Paper copy handed to new setting | Until child leaves setting |
| Reports to and from other professionals  ISAR  SENIT reports  SLT reports  EHC forms | Parents signature | 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 | Paper copy handed to new setting  Digital copy deleted | Until child leaves setting |
| LA FEEE funding form | Parents name, address, phone number, date of birth, NI number, signature | 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 | Parents signature | 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 | Parents signature | Legal obligation  Ofsted | Childs record  Paper copy  Stored in locked cupboard in setting | Deputy leader | After required time, documents will be shredded | Until child leaves setting |
| Visitor book | Parents name, address | Legal obligation  Ofsted | Paper copy  Stored in locked cupboard in setting | Ofsted | After required time, documents will be shredded | 7 years |
| Trip permission forms | Parents signature | Legal obligation  Ofsted | Paper copy  Stored in locked cupboard in setting | Ofsted | After required time, documents will be shredded | Until child leaves setting |
| Signing up sheets e.g. Christmas party | Parents signature | Consent | Paper copy | Deputy leader | After required time, documents will be shredded | Until event has happened |
| Parent’s photos on ipad | Parents 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 |