|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 ContractPolicies and procedures acknowledgementPermissions | Parent’s signature | Legal obligation to share policies and procedures with parentsLegitimate interest to record | Paper copy | Ofsted HMRC | After required time, shredded securely | 7 years |
| Accident/injury form | Parents signature | 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 | Parents signature | 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 | Parents signature | 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) |
| Child recordEmergency contactsParent details | Parents names, addresses, phone numbers, emailEmergency 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 | Parents name, address | Legal obligationEYFS 3.74Ofsted | Complaints record – paper copyStored in locked cupboard in setting | OfstedLocal authority | After required time, shredded securely | Retained until child is 21 years and 3 months |
| Incident report | Parents signature | Legal obligationEYFS 3.1 onwardsOfsted | Incident report record- paper copyStored in locked cupboard in setting | OfstedLocal authority | After required time, shredded securely | Until child is 21years and 3 months (for insurance purposes) |
| Safeguarding Concerns | Parents signature | 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 Unique child2 year checkTransfer records | Parents signature | Legal obligation EYFSOfstedLegitimate interestLocal authority, required for FEEE funding | Children’s assessment RecordStored in locked cupboard in settingTapestrySetting computerPast records kept in locked cupboard at leader’s houseSetting computerPaper copy | OfstedLocal authorityOther professionalsSchool/new setting | Paper copy shredded securely.Paper copy handed to new setting | Until child leaves setting |
| Reports to and from other professionalsISARSENIT reportsSLT reportsEHC forms | Parents signature | 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 setting | Paper copy handed to new settingDigital copy deleted | Until child leaves setting |
| LA FEEE funding form | Parents name, address, phone number, date of birth, NI number, signature | 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 | Parents signature | 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 | Parents signature | Legal obligationOfsted |  Childs recordPaper copyStored in locked cupboard in setting | Deputy leader | After required time, documents will be shredded | Until child leaves setting |
| Visitor book | Parents name, address | Legal obligationOfsted | Paper copyStored in locked cupboard in setting | Ofsted | After required time, documents will be shredded | 7 years |
| Trip permission forms | Parents signature | Legal obligationOfsted | Paper copyStored 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 |