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| --- | --- | --- | --- | --- | --- | --- |
| Staff 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? |
| Application form | Full nameAddressDate of birthNI numberNames and addresses of references Work/employment historyHealth and medical details | Legal obligationEYFS | Staff recordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | OfstedHMRC | After required time, documents will be shredded | 6 years after employment ends |
| References | Name AddressDetails about staff member | Legal obligationEYFS | Staff RecordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | Ofsted | After required time, documents will be shredded | 6 years after employment ends |
| Education and training | Names on training certificates | Legal obligationEYFS | Staff recordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | Ofsted | After required time, documents will be shredded | 6 years after employment ends |
| DBS records | NameInformation about illegal activity | Legal obligationEYFS | Staff recordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | OfstedLA Safeguarding | After required time, documents will be shredded | 6 years after employment ends |
| Disqualification and disqualification by association check | NameSignature | Legal obligationEYFS | Staff recordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | OfstedLA Safeguarding  | After required time, documents will be shredded | 6 years after employment ends |
| Holiday entitlement records | Name | Legal obligation | Setting computer | HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Notice pay records | Name | Legal obligation | Setting computer | HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Termination of employmentResignation lettersRequests for references |  | Legal obligation | Staff recordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | HMRCOfsted | After required time, documents will be shredded | 6 years after termination of employment |
| PayrollWage slipsPayment records | Name, address, date of birth, address, NI number, bank account details | Legal obligation | Online HMRC Setting computerStored in locked cupboard in Playgroup leader’s house | HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Tax code notifications | NameNI number | Legal obligation | Stored in locked cupboard in Playgroup leader’s house | HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Health check | Name, date of birth, health details | Legal obligationEYFS | Stored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | Ofsted | After required time, documents will be shredded | 6 years after employment ends |
| Staff recordEmergency contactBank details | Full nameAddressTelephone numberEmail addressDate of birthNI numberName and phone number emergency contactBank account details | Legal obligationEYFSLegitimate interest | Staff recordsStored in locked cupboard in settingPast records kept in locked cupboard at leader’s houseOnline banking | OfstedHSBC Online banking | After required time, documents will be shreddedPhone number deleted from mobile phoneOnline details deleted | 6 years after employment endsDeleted after employment ends |
| Pension details | Name AddressNI number | Legal obligation | Staff recordsStored in locked cupboard in settingPast records kept in locked cupboard at leader’s houseOnline pension provider | NEST HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Staff contracts | NameAddressSignature | Legal obligations | Staff recordsStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | HMRCOfsted | After required time, documents will be shredded | 6 years after employment ends |
| Staff job descriptions | NameSignature | Legal obligation | Staff recordsStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | HMRC | After required time, documents will be shredded | 6 years after employment ends |
| AppraisalSupervision records | NameSignature | Legal obligationEYFS | Staff Appraisal and Supervision recordStored in locked cupboard in settingPast records kept in locked cupboard at leader’s house | OfstedEYFS | After required time, documents will be shredded | 6 years after employment ends |
| Attendance register | Staff name | Legal obligationEYFS | Attendance register – paper copyStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedHMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Absence record | Staff name | Legal obligationEYFS | Communication book/ setting diaryStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Accident/injury formFirst aid administered | Staff name, signature | Legal obligationEYFS | Stored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLA Social Care | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Existing Injury form | Staff name, signature | Legitimate interest EYFS | Stored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLA Social Care | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Intimate care report | Staff name, signature | Vital interests | Stored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLA Social Care | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Complaints form | Staff name, signature | Legal obligation EYFS | Complaints recordStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | Ofsted | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Incident report | Staff name, signature | Legal obligation EYFS | Incident report recordStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | Ofsted LA Social Care | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Safeguarding Concerns | Staff name, signature | Legal obligation EYFS | Safeguarding recordStored in locked cupboard in settingPast copies stored in locked cupboard Leader’s house | OfstedLA Social Care | After required time, documents will be shredded | Retained until child is 21 years and 3 months |
| Learning and development All about meStarting pointsObservationsUnique childProgress trackers2 year checkTransfer recordsDevelopmental Journals | Staff name, signature | Legal obligation EYFS | Children’s assessment RecordStored in locked cupboard in settingTapestrySetting computerPast records kept in locked cupboard at leader’s house | OfstedParentsOther settingsOther professionals | Documents shredded when child leaves setting. Online documents deleted. | Documents shredded when child leaves setting. Online documents deleted. Handed to new settingHanded to new setting |
| Reports to and from other professionalsISARSENIT reportsSLT reportsEHC forms | Staff name, signature | Legal obligation EYFS | Children’s recordsStored in locked cupboard in settingSetting computer | OfstedParentsLA | Documents will be handed to parents when child leaves setting or starts school | Documents will be handed to parents when child leaves setting or starts school |
| Medication form | Staff name, signature | Legal obligation EYFS | Children’s recordsStored in locked cupboard in setting | Ofsted | After required time, documents will be shredded  | Retained until child is 21 years and 3 months |
| Staff accident record | Staff name, address, signature | Legal obligation | Accident RecordStored in locked cupboard in setting | OfstedInsurance company | After required time, documents will be shredded | 3 years after date of record (RIDDOR) regulations |
| Key person groups | Staff name, staff photo | Legal obligation EYFS | Displayed in settingLocked away out of setting hours | OfstedParents | Paper copy shredded at end of relevant yearDigital copy deleted | Paper copy shredded at end of relevant yearDigital copy deleted |
| Staff photo in setting information | Staff name, staff photo | Legitimate interest | Displayed in settingLocked away out of setting hours | Parents | Paper copy shredded at end of relevant yearDigital copy deleted | Paper copy shredded at end of relevant yearDigital copy deleted |
| Staff photos in displays of learning | Staff photo, staff name | Legitimate interest | Displayed in settingLocked away out of setting hours | OfstedEYFSParents | Paper copy shredded at end of relevant yearDigital copy deleted | Paper copy shredded at end of relevant yearDigital copy deleted |
| Tapestry Learning Journals | Staff photo, staff name | Legitimate interest | Tapestry Online  | OfstedParents | Individual children’s journals are deleted when they leave the setting. | Individual children’s journals are deleted when they leave the setting. |
| Staff photos on ipad | Staff photo | Legitimate interest | Ipad with passcode | Other staff | Images deleted  | Images deleted at end of each week |