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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 name  Address  Date of birth  NI number  Names and addresses of references Work/employment history  Health and medical details | Legal obligation  EYFS | Staff record  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | Ofsted  HMRC | After required time, documents will be shredded | 6 years after employment ends |
| References | Name  Address  Details about staff member | Legal obligation  EYFS | Staff Record  Stored in locked cupboard in setting  Past 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 obligation  EYFS | Staff record  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | Ofsted | After required time, documents will be shredded | 6 years after employment ends |
| DBS records | Name  Information about illegal activity | Legal obligation  EYFS | Staff record  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | Ofsted  LA Safeguarding | After required time, documents will be shredded | 6 years after employment ends |
| Disqualification and disqualification by association check | Name  Signature | Legal obligation  EYFS | Staff record  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | Ofsted  LA 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 employment  Resignation letters  Requests for references |  | Legal obligation | Staff record  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | HMRC  Ofsted | After required time, documents will be shredded | 6 years after termination of employment |
| Payroll  Wage slips  Payment records | Name, address, date of birth, address, NI number, bank account details | Legal obligation | Online HMRC  Setting computer  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 |
| Tax code notifications | Name  NI 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 obligation  EYFS | Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | Ofsted | After required time, documents will be shredded | 6 years after employment ends |
| Staff record  Emergency contact  Bank details | Full name  Address  Telephone number  Email address  Date of birth  NI number  Name and phone number emergency contact  Bank account details | Legal obligation  EYFS  Legitimate interest | Staff records  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house  Online banking | Ofsted  HSBC Online banking | After required time, documents will be shredded  Phone number deleted from mobile phone  Online details deleted | 6 years after employment ends  Deleted after employment ends |
| Pension details | Name  Address  NI number | Legal obligation | Staff records  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house  Online pension provider | NEST  HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Staff contracts | Name  Address  Signature | Legal obligations | Staff records  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | HMRC  Ofsted | After required time, documents will be shredded | 6 years after employment ends |
| Staff job descriptions | Name  Signature | Legal obligation | Staff records  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | HMRC | After required time, documents will be shredded | 6 years after employment ends |
| Appraisal  Supervision records | Name  Signature | Legal obligation  EYFS | Staff Appraisal and Supervision record  Stored in locked cupboard in setting  Past records kept in locked cupboard at leader’s house | Ofsted  EYFS | After required time, documents will be shredded | 6 years after employment ends |
| Attendance register | Staff name | Legal obligation  EYFS | Attendance register – paper copy  Stored in locked cupboard in setting  Past copies stored in locked cupboard Leader’s house | Ofsted  HMRC | After required time, documents will be shredded | 3 years after end of relevant tax year |
| Absence record | Staff name | Legal obligation  EYFS | Communication book/ setting diary  Stored in locked cupboard in setting  Past 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 form  First aid administered | Staff name, signature | Legal obligation  EYFS | Stored in locked cupboard in setting  Past 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 |
| Existing Injury form | Staff name, signature | Legitimate interest EYFS | Stored in locked cupboard in setting  Past 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 |
| Intimate care report | Staff name, signature | Vital interests | Stored in locked cupboard in setting  Past 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 |
| Complaints form | Staff name, signature | Legal obligation EYFS | Complaints record  Stored in locked cupboard in setting  Past 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 record  Stored in locked cupboard in setting  Past 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 record  Stored in locked cupboard in setting  Past 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 |
| Learning and development  All about me  Starting points  Observations  Unique child  Progress trackers  2 year check  Transfer records  Developmental Journals | Staff name, signature | Legal obligation EYFS | Children’s assessment Record  Stored in locked cupboard in setting  Tapestry  Setting computer  Past records kept in locked cupboard at leader’s house | Ofsted  Parents  Other settings  Other professionals | Documents shredded when child leaves setting. Online documents deleted. | Documents shredded when child leaves setting. Online documents deleted.  Handed to new setting  Handed to new setting |
| Reports to and from other professionals  ISAR  SENIT reports  SLT reports  EHC forms | Staff name, signature | Legal obligation EYFS | Children’s records  Stored in locked cupboard in setting  Setting computer | Ofsted  Parents  LA | 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 records  Stored 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 Record  Stored in locked cupboard in setting | Ofsted  Insurance 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 setting  Locked away out of setting hours | Ofsted  Parents | Paper copy shredded at end of relevant year  Digital copy deleted | Paper copy shredded at end of relevant year  Digital copy deleted |
| Staff photo in setting information | Staff name, staff photo | Legitimate interest | Displayed in setting  Locked away out of setting hours | Parents | Paper copy shredded at end of relevant year  Digital copy deleted | Paper copy shredded at end of relevant year  Digital copy deleted |
| Staff photos in displays of learning | Staff photo, staff name | Legitimate interest | Displayed in setting  Locked away out of setting hours | Ofsted  EYFS  Parents | Paper copy shredded at end of relevant year  Digital copy deleted | Paper copy shredded at end of relevant year  Digital copy deleted |
| Tapestry Learning Journals | Staff photo, staff name | Legitimate interest | Tapestry Online | Ofsted  Parents | 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 |