

General Data Protection Regulation GDPR

Data Audit

Document	Data Recorded	Lawful / Legal Basis for Recording Data	Data Sharing	Data Storage	Data Retention	Data Destruction
Accident, Incident, Injury and First Aid recording (Child)	Child's personal information, Staff names and Parent signature	Legal obligation Requirement of statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies- eg. Ofsted, LSCB, LA, GP, HV or Emergency Services	Completed forms signed and stored in the child's individual files	Until child is 21 years and 3 months to comply with the Limitation Act 1980	Documents are deleted after the required length of time
Accident, Incident, Injury and First Aid recording (Adult/Staff)	Staff names and signatures	(RIDDOR 2013) Reporting Injuries, diseases and dangerous occurrence's regulation's (COSHH 2002) Control of substances hazardous to health regulations.	May need to share with RIDDOR	Stored in staff's individual files	3yrs after the last entry. 40yrs if the Acc/Incident involved hazardous substances	Documents are shredded after required length of time
Accounts / HMRC	Invoices for parents, Child's name and booked in sessions, Business expenses including purchase receipts	Legal obligation required by HMRC	On request by HMRC	All documentation stored in a locked metal storage cupboard	For at least 5 years after the 31 st January submission deadline of the relevant tax year	Documents either deleted or shredded after the required length of time.
Attendance Register	Child's name and date of birth, Child's arrival and departure time, Reasons for absence	Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies – eg. Ofsted, LSCB, LA or HMRC	Stored in Attendance folder	Until a child is 21 years and 3 months	Documents deleted after required length of time

Child Record and Emergency Contacts	Information of child and emergency contact details from parents including family or friends	Legal obligation- Requirement of the statutory framework: EYFS 2017 Family and friends contact details covered by legal basis of 'consent'	The document may be shared with other agencies including Ofsted	Stored alongside contracts	Until a child has left the setting	Documents deleted after the required length of time
Complaints Records	Child/family details, provider details	Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016	The document may be shared with other agencies including Ofsted	Stored in complaints folder	Three Years	Documents shredded the required length of time
Concerns about a Child	Sensitive information on child or families, parents name and child's name	Legal obligation – requirement of the statutory framework EYFS 2017	The document may be shared with other agencies including Ofsted	Stored in locked metal cabinet	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Childcare Registration forms	Contract details between parent and provider. Sensitive details of child and families including parent and provider signatures	Insurance requirement and Legal obligation – requirement of the statutory framework of both EYFS 2017 and Childcare Register 2016	The document may be shared with other agencies including Ofsted and HMRC	Stored in locked metal cabinet	For at least 5 years after the 31 st January submission deadline for relevant tax year	Documents will be shredded after the required length of time
Existing injuries record	Details of child's injuries from home or other setting includes personal details, parents and setting signatures and other setting details	Legitimate interests as required to support the child's health and safety	The document may be shared with other agencies including Ofsted	Stored along with accident forms	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time

Illness Record	Child illness information, family and other setting details	Legitimate interest as required to support the child's health and safety	Document may be shared with other agencies including Ofsted	Stored in locked metal cabinet	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Informing Ofsted about changes / Ofsted notifications	Changes to Provider Details As required in the Compliance Handbook	Legal obligation as required by the statutory framework of the EYFS 2017 and Ofsted Requirements	Documents may be shared with other agencies including Ofsted	Stored in locked metal cabinet	Three years or until next ofsted inspection	Documents will be shredded after the required length of time
Learning and Development information	All About Me, starting points, photos, progress tracking, observation assessments of learning and development, two year checks, termly reports	Legal obligation as required in statutory framework of EYFS 2017 and legitimate interest in Inspection Handbook as allow provider to track development effectively. Photo consent can be withdrawn at any time	May be shared with other agencies including Ofsted and other settings	Password protected online Tapestry account	Until a child starts school or leaves to attend a new setting	Documents will be deleted after the child leaves the setting
Local Authority Funding form	Child and family personal information including NI details, two year and eypp codes and proof of DOB	Contractual obligation as required by LA for funding requirements	May be shared with other agencies included	Stored in locked metal cabinet	Three years as requested by Local Authority	Documents will be shredded after the required length of time
Local Safeguarding Record Forms	May have child or family personal information	Legal obligation as per EYFS 2017 and LSCB requirements	Documents may be shared with other agencies including ofsted and LSCB	Stored in locked metal cabinet	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time

Medication Administration record	Personal details of child, parents and setting signatures	Legal obligation as required under statutory framework of EYFS 2017	Document may be shared with other agencies including Ofsted	Stored in locked office, until child leaves the setting, Then in storage boxes in office cupboard	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Permission forms	Child and parent names and signatures of parent and setting	Legal obligation under the EYFS 2017 statutory framework plus legitimate interests to provide high quality setting and photo permission can be withdrawn at any time	Document may be shared with other agencies including Ofsted	Stored in cupboard in playroom, until child leaves the setting, Then in storage boxes in office cupboard	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Physical Intervention record	Personal details about child and parent and setting signatures	Legal obligation as required by the statutory framework EYFS 2017	Document may be shared with other agencies including Ofsted	Stored in individual files, until child leaves the setting, Then in storage boxes in office cupboard	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Policies and procedures – acknowledgement of receipt	Parent confirmation that policies have been read and understood. Child details and parent and setting signatures	Legitimate interest and Legal obligation as required under the EYFS 2017 and Childcare Register 2016	Document may be shared with other agencies including ofsted	Stored in individual files, until child leaves the setting, Then in storage boxes in office cupboard	5 years after a child leaves or until next ofsted inspection	Documents will be shredded after the required length of time
SEN records (Special Educational Needs)	Personal details about child, interventions including IEP's, Behaviour plans, and reports from outside agencies	SEN Code of practice 2014	Documents may be shared with other agencies including other settings	Stored in individual files in a locked cupboard until the child leaves the setting, then in storage boxes in office cupboard	Until a child is 21 years and 3 months or when passed to another setting. Date and setting will be recorded	Documents will be shredded after the required length of time

Visitor log	Date of visit, visitor name, reason for visit and times arriving and departing	Lawful basis to safeguard & protect children. Plus, reasonably expect to provide high quality service	Document may be shared with other agencies including ofsted	Stored in front lobby, Then in storage boxes in office cupboard	5 years or until next ofsted inspection	Documents will be shredded after the required length of time
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Online documents

Tapestry	Childs name, date of birth, development observations and reports. Parents name and email address.	Requirement of statutory framework: EYFS 2017	May be shared with other settings with parent permission	Staff access the App within the setting	Until the child leaves	The account is transferred to the child's new setting or sent via Email direct to the parent