



## General Data Protection Regulation GDPR

### Data Audit

Document	Data Recorded	Lawful/legal Basis for recording Data	Data Sharing	Data Storage	Data Retention	Date Destruction
Child Record and Emergency Contact forms	Information on child and emergency contact details from parents including family or friends	Legal obligation Requirements of the statutory framework EYFS 2017 Family and friends contact details covered by legal basis of contract	The document may be shared with other agencies including Ofsted	PACEY paper forms in a locked box file and on password protected hard drive and memory sticks Emergency contacts number on wall of playroom and in Filofax/business diary	Until child has left the setting	Documents deleted and wiped clean after the required length of time
Childcare contracts	Contract details between parents and provider. Sensitive details of child and families including parent and provider signatures.	Insurance requirements and Legal obligation – requirements of the statutory framework: EYFS	The document may be shared with other agencies including Ofsted and HMRC	PACEY paper forms in a locked box file	For a least 5 years after the 31 <sup>st</sup> January submission deadline for relevant tax year.	Documents shredded after required length of time.
Attendance Register	Child's name and date of birth, child's arrival and departure time. Record of absence.	Legal obligation- Requirements of the statutory framework: EYFS 2017	On request with other agencies – e.g. Ofsted, LSCB, LA or HMRC	Filofax	Until child is 21 years and 3 months	Documents shredded after required length of time.
Learning and Development Information	All about me, Starting points, photos, progress tracking, observations, assessment of learning and development, two year checks	Legal obligation- Requirements of the statutory framework: EYFS 2017 and legitimate interest in Inspections Handbook as allow provider to track development effectively.	May be shared with other agencies including Ofsted and other settings	Paper files in a locked box file and on password protected hard drive and memory sticks	Until child starts school or leaves to attend a new setting	Documents shredded and storage device wiped clean after the required period of time



Document	Data Recorded	Lawful/legal Basis for recording Data	Data Sharing	Data Storage	Data Retention	Date Destruction
		Photo consent can be withdrawn at any time.				
Permission Forms	Child and parents names and signatures of parents and settings	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	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
Accident, injury and first Aid recording	Child's personal information, Assistants names and parents name and signature	Legal obligation-Requirements of the statutory framework: EYFS 2017	On Request with other agencies e.g. Ofsted, LSCB, LA GP HV or Emergency services	Paper files in a locked box file	Until child is 21 years and 3 months to comply with the Limitation Act 1980	Documents shredded after required length of time.
Illness Record	Child's illness information, family and other setting details	Legitimate interest are required to support the child's health and safety	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
Existing Injuries record	Details of child's injuries from home or other settings includes personal details, parents and setting signature and other settings details	Legitimate interest are required to support the child's health and safety	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
Incident Records	Personal Child and family details, signatures of parent and settings	Legal obligation-Requirements of the statutory framework: EYFS 2017	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
Medication Administration Records	Personal Child and family details,	Legal obligation-Requirements	Documents may be shared with other	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after



	signatures of parent and settings	of the statutory framework: EYFS 2017	agencies including Ofsted			required length of time.
Physical Intervention records	Personal Child and family details, signatures of parent and settings	Legal obligation-Requirements of the statutory framework: EYFS 2017	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
<b>Document</b>	<b>Data Recorded</b>	<b>Lawful/legal Basis for recording Data</b>	<b>Data Sharing</b>	<b>Data Storage</b>	<b>Data Retention</b>	<b>Date Destruction</b>
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	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
Concerns about a Child	Sensitive information on child or families, parents name and child's name	Legal obligation-Requirements of the statutory framework: EYFS 2017	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	Until child is 21 years and 3 months	Documents shredded after required length of time.
Complains Records	Child/family details, provider details	Legal obligation-Requirements of the statutory framework: EYFS 2017	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file	3 Years	Documents shredded after required length of time.
Notification to terminate contract	Personal Child and family details and signature and Assistants names	Legitimate requirement and legal obligation requirements of the statutory framework: EYFS 2017	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file and on password protected hard drive and memory sticks	Until child is 21 years and 3 months	Documents shredded and storage device wiped clean after the required period of time
Informing Ofsted about changes? Ofsted Notifications	Changes to Providers Details as required in the compliance Handbook	Legal obligation-Requirements of the statutory framework: EYFS 2017 and Ofsted Requirements	Documents may be shared with other agencies including Ofsted	Paper files in a locked box file and on password protected hard drive and memory sticks	3 Years or until next Ofsted Inspection	Documents shredded and storage device wiped clean after the required period of time
Local Authority Funding Forms	Child and family personal information including NI details, two year and NEG	Contractual obligations as required by LA for funding requirements	May be shared with other agencies including Ofsted	Paper files in a locked box file	3 Years as required by Local Authority	Documents shredded after required length of time.



	codes and proof of DOB					
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	Accounts Book in a locked box file password protected hard drive and memory sticks	For a least 5 years after the 31 <sup>st</sup> January submission deadline of the relevant tax year.	Documents shredded and storage device wiped clean after the required period of time
<b>Document</b>	<b>Data Recorded</b>	<b>Lawful/legal Basis for recording Data</b>	<b>Data Sharing</b>	<b>Data Storage</b>	<b>Data Retention</b>	<b>Date Destruction</b>
Visitors Log	Date of visit, name of visitor, reason for visit and time of arrival and departure.	Law basis to safeguard and protect children.	Documents may be shared with other agencies including Ofsted	Paper book in the draw of the hall telephone cupboard	5 years or until next Ofsted inspection	Documents shredded

**Reviewed: August 2023**