



## General Data Protection Regulation (GDPR)

### Data Collection & Retention **(Children & Families)**

Document	Data Recorded	Lawful / Legal Basis for Recording Data	Data Sharing	Data Storage	Data Retention	Data Destruction
Accident, Injury and First Aid recording	Child's name, Staff names and Parent name and signature	Legal obligation  Requirement of statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies-  e.g. Ofsted, GSCB, LA, GP, HV or Emergency Services	Completed forms signed and stored in Accident file in cabinet	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	Documents are destroyed by shredding after the 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	6 years	Documents either deleted or shredded after the required length of time.
Attendance Register	Child's name, 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 – e.g. Ofsted, GSCB, LA or HMRC	Stored in Attendance Register	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)	Documents shredded after required length of time

	Staff Names				<b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	
Absence Record	Dates of absence and reason for absence	Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies – e.g. Ofsted, GSCB, LA or HMRC	Stored in Absence Folder	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	Documents shredded after required length of time
Key Person Chart	Child's name and date of birth.  Key Person's Name			Stored in Attendance Register	Until the child has left the setting	Document shredded after required length of time
Registration Form and Emergency Contact slips  T2P Texting Service  EMails	Information of child and family 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 in file in cabinet  Stored on the nursery encrypted laptop	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	Documents deleted after the required length of time  Email addresses and T2P info deleted when child leaves setting
Complaints Records	Child/family details, provider details	Legal obligation- Requirement of the statutory framework:	The document may be shared with other	Stored in complaints folder	At least Three Years from date of last entry	Documents shredded the required length of time

		EYFS 2017 and Childcare Register 2016	agencies including Ofsted			
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	<p><b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)</p> <p><b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records</p>	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	<p><b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)</p> <p><b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records</p>	Documents will be shredded after the required length of time
Incident Record	Personal child and family details, signatures of parent and setting	Legal obligation as required by the statutory framework of EYFS 2017	Documents may be shared with other agencies including Ofsted	Stored along with accident forms	<p><b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)</p> <p><b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records</p>	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 Ofsted folder in cabinet	Three years or until next Ofsted inspection	Documents will be shredded after the required length of time
Learning and Development information	Initial Child Profile, photos, progress tracking, observation assessments of learning and development, two year checks, summative 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	Stored in children's drawers in nursery room	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection) <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	Documents will be shredded after the required length of time or passed on to the receiving school with permission from parents
Local Authority Funding form	Child and family personal information including NI details, two year and EYPP codes and proof of DOB, 30 hr funding codes	Contractual obligation as required by LA for funding requirements	May be shared with other agencies included	Stored in locked metal cabinet	Six years	Documents will be shredded after the required length of time
Local Safeguarding Recording 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	Kept in files in locked cabinet	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection) <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation	Documents will be shredded after the required length of time

					Act 1980, or age 24 for Child Protection Records	
Health Care Plan Medication Administration record	Personal details of child, parents and setting signatures	Legal obligation are required under statutory framework of EYFS 2017	Document may be shared with other agencies including Ofsted	Stored in file in meds basket	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	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	On registration form in cabinet	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	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	Kept in file in cabinet	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation	Documents will be shredded after the required length of time

					Act 1980, or age 24 for Child Protection Records	
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	On registration form in filing cabinet	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	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	Kept in file pocket near door	5 years or until next Ofsted inspection	Documents will be shredded after the required length of time
SEN Paperwork	Name, DOB, Address, Family Details & SEN details	Legal obligation as required by the statutory framework EYFS 2017	Document may be shared with other agencies including Ofsted	Kept in SEN file in cabinet	<b>Requirement</b> – a reasonable period of time after the child has left (e.g. 3 years or until next Ofsted Inspection)  <b>Recommended</b> - Until child is 21 years and 3 months to comply with the Limitation Act 1980, or age 24 for Child Protection Records	Documents will be shredded after the required length of time
Learning Journals Website Nursery Displays Facebook Page	Photographic Images of children	N/A	Share with parents with	Nursery Cameras Nursery encrypted laptop	Until child leaves nursery	Deleted from computers

QA Submissions Weekly Assessment Book Training Transition Record			consent given on registration form	Children's Drawers Nursery room walls Internet School	*Website – until website gallery is updated  *Facebook – For 1 year after child leaves	Shredded  Passed to parents.