

General Data Protection Regulation (GDPR) Data Audit Children and parents

| Document                            | Data Recorded   | Lawful/legal basis  | Data Sharing  | Data Storage   | Data Retention   | Data Destruction        |
|-------------------------------------|---|---|---|--|--|-------------------------|
| Registration form                   | Childs name, D.O.B<br>address, change of<br>address, allergy's,<br>country of birth,<br>religion, ethnic group,<br>language spoken,<br>gender, ethnic origin,<br>parents name,<br>Parent's D.O.B,<br>Parents National<br>Insurance number,<br>Parent Address,<br>contact number,<br>Doctors details, health<br>visitor<br>Other contacts (name,<br>relationship to child,<br>contact number)<br>parent signature,<br>permission | EYFS 2017<br>DFE<br>OFSTED<br>LCSB<br><br>Legitimate<br>interest to provide<br>high quality care<br>and education | Information to be<br>shared with other<br>professionals<br>including OFSTED,<br>safeguarding if<br>required | To be stored in<br>personal folder in a<br>locked cupboard | 3 years after child<br>has left                        | Shredded                |
| Observations                        | Child's name, staff<br>name, parent<br>signature  | EYFS 2017<br>Legitimate<br>interest to provide<br>high quality care<br>and education                              | Information to be<br>shared with<br>parents, OFSTED<br>and other<br>professionals if<br>required            | To be kept in child's<br>profile                           | To be sent home<br>with child on last<br>of attendance | Shredded if<br>required |
| All about me (end<br>of term report | Child's name, D.O.B<br>Staff name, parent<br>signature  | EYFS 2017<br>Legitimate<br>interest to provide  | Information will be<br>shared with<br>OFSTED if required  | To be kept in child's<br>profile                           | To be kept on pc<br>for 1 term after its<br>written    | To be deleted off<br>pc |

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|                                   |  | high quality care and education   |  | One copy will be kept on the nursery pc which is pass worded  | Paper copy to be kept in child's file until they leave  |   |
| 2-year development check          | Child's name, D.O.B, Staff signature, parent signature, moderator signature                                      | EYFS 2017 OFSTED  | To be shared with health visitor. Other professionals upon request             | To be kept in child's profile and one to be sent home to give to health visitor                     | To be kept in child's profile until they leave  | To be deleted off pc once printed off                       |
| Developmental Overview check      | Child's name, D.O.B, Staff initial   | EYFS 2017 OFSTED DFE Legitimate interest to provide high quality care and education | To be shared with LA for data analysis Shared with child's next setting/school | To be stored in child's profile (paper version) On pass worded PC                                   | Paper version kept until child leaves and sent home/school Data analysis to be deleted after 1 term | Deleted from PC   |
| Individual Health Care Plan (IHP) | Child's name, D.O.B, other professionals names, medication, illness, symptoms, SENCO signature, parent signature | SEN Code of Practice 2014   | To be shared with other professionals if required                              | To be stored on child's register for access in a confidential wallet Master copy to be stored on pc | Until no longer needed or starts school   | Copy sent to school Deleted from pc once no longer required |
| Targeted support plan (TSP) SEND  | Child's name, D.O.B, SENCO signature, parent signature Professional involved, staff date, targets                | SEN Code of Practice 2014   | To be shared with other professionals if required                              | To be stored in key person's file Once completed kept   | Term after the child leaves setting   | Deleted from pc Shredded                                    |
| Assess Plan Do Review (ASDR) SEND | Child's name, D.O.B, SENCO signature, parent signature Professional involved, staff date, targets                | SEN Code of Practice 2014   | To be shared with other professionals if required                              | To be kept in child's profile   | Until child leaves for school.  | Send to home in profile                                     |

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| Education and Health Care Plan (EHCP) SEND | Child's name, D.O.B, SENCO signature, parent signature<br>Professional involved, staff date, targets, personal information regarding the child | SEN Code of Practice 2014 | To be shared with other professionals if required<br>And school at transition                             | A copy is kept on the pass worded pc<br>A copy is in the child's personal 'basket' for access | Keep for 1 year after child leaves                             | Deleted from pc<br>Shredded   |
| Passport SEND                              | Child's name, D.O.B, Staff initial, targets  | SEN Code of Practice 2014 | To be shared with other professionals if required   | Is kept in the child's 'basket'   | Keep for 1 year after child leaves                             | Deleted from Pc<br>Paper version sent to school when child leaves         |
| Graduated Approach document                | Child's name, D.O.B, Staff initial, targets  | SEN Code of Practice 2014 | To be shared with other professionals if required   | Kept in child's profile   | Keep for 1 year after child leaves                             | Deleted from PC<br>Paper version will be sent to school when child leaves |
| Reports from other professionals           | Child's name, D.O.B, possible address, Professionals name, sensitive information regarding the child   | SEN Code of Practice 2014 | To be shared with other professionals if required<br>Will be shared with LA to access funding and/or EHCP | Kept in child's file in the office  | Keep 1 year after child leaves                                 | Deleted from PC<br>Paper version will be shredded                         |
| Referral forms                             | Child's name, D.O.B, address, Parent name, Professionals name and job role, sensitive information regarding the child                          | SEN Code of Practice 2014 | To be shared LA to access funding/and or support/EHCP   | Kept on pass worded PC  | Keep 1 year after the child leaves                             | Deleted from PC<br>Paper version to be shredded                           |
| Professionals contact list                 | Professional name, job role, work address, work number   | SEN Code of Practice 2014 | To be shared with other professionals if required   | Kept in child's file in office  | Keep until child leaves<br>Any professional no longer involved | Shredded  |

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|                            |   |  |   |   | will be deleted immediately                              |   |
| Impact forms               | Child's name, D.O.B, SENCO signature, parent signature<br>Professional involved, targets  | SEN Code of Practice 2014                                      | To be shared with LA to continue with funding     | To be kept on passworded pc                   | Keep for 1 year after the child has left                 | Deleted from pc<br>Shredded                   |
| TAF reports                | Child's name, D.O.B, address, Parent name, Professionals name and job role, sensitive information regarding the child   | SEN Code of Practice 2014                                      | To be shared with other professionals if required | To be kept in child's file in the office      | Keep for 1 year  | Deleted from pc<br>Shredded                   |
| SEND register              | Child's name, D.O.B, support required   | SEN Code of Practice 2014                                      | To be shared with LA for support                  | Kept on passworded pc                         | Kept on until no longer attending or no support required | Deleted from PC                               |
| SEND Transition Documents  | Child's name, D.O.B., address, key person name, setting contact information, parents name, gender, ethnicity, language spoken, sensitive information, professional's names, parent signature, SENCO signature | SEN Code of Practice 2014                                      | To be shared with school                          | To be sent to school once completed on the pc | Keep for 1 term after the child has left                 | Deleted from pc<br>Shredded                   |
| ECAT child monitoring form | Child's name, D.O.B, attainment   | Legitimate interest to provide high quality care and education | OFSTED/LA upon request                            | Kept in child's profile                       | Kept for child's duration                                | To be sent home once child leaves the setting |

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| ECAT parent form          | Child's name, child's room   | Legitimate interest to provide high quality care and education | OFSTED/LA upon request                                  | Kept in ECAT file in office  | 1 term                            | Shredded                    |
| ECAT overview data        | Child's name, D.O.B, gender, SALT, EAL   | Legitimate interest to provide high quality care and education | OFSTED/LA upon request                                  | Kept on passworded pc  | Kept for 1 year                   | Deleted                     |
| Chronological sheet       | Child's name, D.O.B, Staff signature, sensitive information regarding the child  | EYFS 2017 LSCB   | To be shared with LSCB, OFSTED, LA                      | Kept in child's personal file in room  | Until child leaves for school     | Sent to school              |
| Welfare log               | Child's name, D.O.B, address, parents names, sensitive information regarding the child, staff name   | EYFS 2017 LSCB   | To be shared with LSCB, other professionals as required | Kept in child's personal file in office locked cupboard<br>Master copy with all comments on pc | Kept for 21 years<br>3 months     | Deleted from PC<br>Shredded |
| EHASH referral form       | Child's names, D.O.B, address, gender, disability, religion, ethnicity, first language, parent details, other household members details, sibling's details, referrers details, other agencies details, sensitive information relating to the child | EYFS 2017 LSCB   | To be shared with EHASH professionals                   | Kept on pc once sent to EHASH  | Kept for 21 years<br>3 months     | Deleted from pc             |
| Setting safeguarding form | Child's name, D.O.B, address, Sensitive  | EYFS 2017 LSCB   | To be shared with police if necessary                   | Kept in locked cupboard  | Kept for 21 years<br>and 3 months | Deleted from pc             |

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|  | information relating to the child. Staff name, Social care details  |                               | or other professionals if required |   |  |          |
| Accident form  | Child's name, D.O.B, date, time, location, injury, any medical attention given  | EYFS 2017 Limitation Act 1980 | Only to be shared upon request     | Kept in child's room, in a dedicated file until end of year, then stored in a locked cupboard | 21 years 3 months                          | shredded |
| Medication consent form  | Child's name, D.O.B, date, time, medication to be given, how its to be delivered, parent signature  | EYFS 2017 Limitation Act 1980 | Only to be shared upon request     | Kept in medication box, with medication until no longer needed then stored in office          | 21 years 3 months                          | shredded |
| Medication form  | Child's name, D.O.B, medication given, time, date, dosage staff signature, parent signature   | EYFS 2017 Limitation Act 1980 | Only to be shared upon request     | Kept in medication/accident file in room until end of year, then moved to secure cupboard     | 21 years 3 months                          | shredded |
| Records of any reportable death, injury, disease or dangerous occurrence | Child's name, D.O.B, Incident/disease/injury Parent signature, staff signature  | RIDDOR                        | OFSTED<br>LA<br>Police             | Kept in the child's file in a locked cupboard   | 3 years after the date the record was made | Shredded |
| Government funding form  | Child's name, D.O.B, address, gender, staff name, eligibility, shared care details, parents name, D.O.B, NI number, parents signature, name of other provider (is | Local Authority DFE           | Only to be shared with LA          | Kept in file in office for 1 financial year Then stored in the office                         | 6 years                                    | Shredded |

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|                                      | applicable) staff signature   |   |   |   |  |  |
| 2-year funded letter                 | Child's name, parents name, address.  | Local Authority   | Only to be shared with LA upon request  | Kept in child's personal file in the office                           | Shredded once child leaves the setting       | shredded   |
| Child's name on pictures, name cards | Child's name  | Legitimate interest to provide high quality care and education              | Not be shared   | On children's work, name cards in rooms for children to access freely | If work is up or as long as child attends    | Pictures to be sent home<br>Name card to be filed down and repainted |
| Key person board                     | Child's name, staff name  | EYFS 2017   | Not to be shared  | On all doors leading into children's rooms                            | As long as child attends in the room/setting | To be shredded   |
| Pupil Premium                        | Child's name, D.O.B, parents name, D.O.B, NI Numbers  | Local Authority DFE   | To be shared with LA  | Stored on pc<br>In a folder in office                                 | Keep for 1 year                              | Shredded deleted   |
| Overview Data                        | Child's name, D.O.B, in receipt of 2,3,4, 30, year funding, EYPP, SEND status, gender, EAL, | EYFS 2017<br>Legitimate interest to provide high quality care and education | To be shared with LA  | To be stored on pass worded pc  | Kept for 1 year                              | Deleted from pc  |
| REAL                                 | Child's name, D.O.B, address  | Legitimate interest to provide high quality care and education              | Only to be shared with OFSTED/LA upon request   | To be stored in a file in the office                                  | Kept for 1 year                              | shredded   |
| Room Register                        | Child's name, D.O.B sessions attending  | EYFS 2017   | Individual children's attendance shared with LA, LSCB or other professionals upon request | In room of child  | Kept for 1 year                              | shredded   |
| Termly Register                      | Child's name, D.O.B sessions attending  | EYFS 2017   | Individual children's   | Office  | Kept for 3 terms                             | Shredded   |

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|                          |  |  | attendance shared with LA, LSCB or other professionals upon request |  |   |   |
| Child's picture          | Childs picture   | Legitimate interest to provide high quality care and education | Not to be shared  | In child's profile<br>Nursery files as evidence<br>Nursery walls | Profiles sent home on child's last day                          | Sent home in profile<br>Photo's taken down after child has left |
| Website/Facebook picture | Child's photograph                                     | Legitimate interest to provide high quality care and education | To be shared on the company website/Facebook                        | On the company website/Facebook                                  | Until company removes it or child/parent requests it be removed | Deleted   |
| Parent quotes on website | Parents opinion name and child's name, date of comment | Legitimate interest to provide high quality care and education | To be shared on the company website/Facebook                        | On the company website/Facebook                                  | Until company removes it or child/parent requests it be removed | Deleted   |
| Accounts                 | Child's name, fee's, parents email                     | HMRC<br>Accountants  | Accountants   | On protected disc  | 3 years   | Deleted   |