

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 address, change of address, allergy's, country of birth, religion, ethnic group, language spoken, gender, ethnic origin, parents name, Parent's D.O.B, Parents National Insurance number, Parent Address, contact number, Doctors details, health visitor Other contacts (name, relationship to child, contact number) parent signature, permission	EYFS 2021 DFE OFSTED LCSB  Legitimate interest to provide high quality care and education	Information to be shared with other professionals including OFSTED, safeguarding if required	To be stored in personal folder in a locked cupboard	3 years after child has left	Shredded
Observations	Child's name, staff name, parent signature	EYFS 2021 Legitimate interest to provide high quality care and education	Information to be shared with parents, OFSTED and other professionals if required	To be kept in child's profile	To be sent home with child on last of attendance	Shredded if required
All about me (end of term report	Child's name, D.O.B Staff name, parent signature	EYFS 2021 Legitimate interest to provide	Information will be shared with OFSTED if required	To be kept in child's profile	Paper copy to be kept in child's file until they leave	To be deleted off pc

		high quality care and education		One copy will be kept on the nursery pc which is pass worded		
2-year development check	Child's name, D.O.B, Staff signature, parent signature, moderator signature	EYFS 2021 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 2021 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
Assess, Plan, Do, Review 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
Education and Health Care Plan (EHCP) 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 And school at transition	A copy is kept on the pass worded pc A copy is in the child's personal 'basket' for access	Keep for 1 year after child leaves	Deleted from pc Shredded

	personal information regarding the child					
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 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 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 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 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 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 Any professional no longer involved will be deleted immediately	Shredded
Impact forms	Child's name, D.O.B, SENCO signature, parent signature	SEN Code of Practice 2014	To be shared with LA to continue with funding	To be kept on pass worded pc	Keep for 1 year after the child has left	Deleted from pc Shredded

	Professional involved, targets					
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 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 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
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	OFSTED/LA upon request	Kept on passworded pc	Kept for 1 year	Deleted

		high quality care and education				
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 Master copy with all comments on pc	Kept for 21 years 3 months	Deleted from PC 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 3 months	Deleted from pc
Setting safeguarding form	Child's name, D.O.B, address, Sensitive information relating to the child. Staff name, Social care details	EYFS 2017 LSCB	To be shared with police if necessary or other professionals if required	Kept in locked cupboard	Kept for 21 years and 3 months	Deleted from pc
Accident form	Child's name, D.O.B, date, time, location,	EYFS 2017 Limitation Act 1980	Only to be shared upon request	Kept in child's room, in a dedicated file until end of year,	21 years 3 months	shredded

	injury, any medical attention given			then stored in a locked cupboard		
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 LA 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 applicable) staff signature	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
2-year funded letter	Childs 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

Childs 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 Name card to be filed down and repainted
Key person board	Childs 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 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 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 attendance shared with LA, LSCB or other professionals upon request	Office	Kept for 3 terms	Shredded

Child's picture	Childs picture	Legitimate interest to provide high quality care and education	Not to be shared	In child's profile Nursery files as evidence Nursery walls	Profiles sent home on child's last day	Sent home in profile 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 Accountants	Accountants	On protected disc	3 years	Deleted