# Transporting Electronically Recorded Information – Procedure and Risk Assessment

## Procedure (Laptops)

1. Children's personal information is stored electronically with parent/carer's permission on laptops that can only be accessed by a member of the management team.
2. Laptops will be taken away from the premises for administration and updating purposes by a member of the management team only.
3. Laptops removed from setting by a manager must be taken straight to a safe place of dwelling where they are stored securely.
4. Laptops must be password protected, for the sole use of the password holder only and never left unattended when logged in.
5. All information recorded is kept to a minimum and children are only referred to by their christian name on the majority of documents.
6. Only personal information we are obliged to keep when a child no longer attends the setting is kept electronically, all other information relating to a child is deleted from electronic records.
7. Laptops are subject to periodic checks by another member of the management team at any time without prior notice.
8. The history on all Laptops belonging to the setting must not be deleted.

## Procedure (Tablets)

1. Tablets will only be removed from setting if absolutely necessary in the event of needing repair, or in the event of continuous poor internet coverage within the setting, and only a member of the management team is permitted to do so. Action must be taken to resolve internet coverage issues before a device is removed from the setting.
2. Tablets must be taken straight to a safe place of dwelling where they are stored securely.
3. Tablets must be pin protected, for the sole use of the pin holder only and never left unattended when logged in.
4. The history on all Tablets belonging to the setting must not be deleted.

## Risk Assessment (Laptops and Tablets)

**Risk Identified…** Breach of security regarding children's personal information

**Who is at risk?...** Children and their parents/carers

**Level of risk…** High (Laptops)  Medium (Tablets)

**Precautions already taken…** Procedure in place, children referred to by christian name only where possible on laptops and all information except that relating to records of safeguarding or SEND issues, on both Laptops and Tablets, relating to a child is removed when the child no longer attends the setting.

**Action required (by whom)?...** All management in possession of a Laptop/Tablet must follow the procedure stated above and ensure the password/pin they use is known only to themselves. Management must also ensure that all personal information relating to a child is kept to a minimum when being recorded electronically.

We comply with General Data Protection Regulations (**GDPR**), please see our **Privacy Notice** for further details and our **Data Audit** document for information relating to data retention periods.

| Version | Changes made | Author | Date |
|---|---|---|---|
| 1.0 | Baseline version | Lyn D | 2nd Oct 2015 |
| 1.0 | Reviewed, no changes made | Lyn D | 10th Aug 2016 |
| 1.1 | Paragraph added relating to the transportation of Tablets<br><br>Reference to the history of devices being checked | Lyn D | 30th Nov 2016 |
| 1.2 | 4) & 5) Reference to newly implemented Tablet Log (replacing old Tablet Log Books) | Lyn D | 26th Jan 2017 |
| 1.3 | Additional paragraph in bold added under Procedure (Tablets) | Lyn D | 1st June 2017 |
| 1.4 | Tablets 1) Change of wording to ensure Tablets are only removed if absolutely necessary | Lyn D | 3rd Feb 2018 |
| 1.5 | Statement added to reflect introduction of GDPR | Lyn D | 12th June 2018 |
| 1.5 | Reviewed, no changes made | Lyn D | 4th May 2020 |

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|---|---|---|---|
| 1.6 | Reference to Hudls rules removed as Hudls no longer used in setting | Lyn | 17th Dec 2023 |
| 1.7 | Added reference to only recorded safeguarding concerns or SEND issues being retained electronically when a child leaves the setting | Lyn | 22nd Nov 2025 |