

Little Sunbeams Data Audit - GDPR

Document	Data Recorded	Lawful/Legal Basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Accident, Injury and First Aid recording	Childs personal information, staff names and Parent name and signature	Legal obligation - Statutory framework EYFS and childcare register 2016	On request other agencies – e.g. Ofsted, LSCB, LA, GP, HV or emergency services	Accident folder / Locked Filing Cabinet	For 21 years after the July of the child’s cohort year.	Shredded after required length of time
Accounts/ HMRC	Summaries of Invoices, Childs name and sessions. Business expenses including purchase receipts	HMRC	Accountant. On request of HMRC.	With Treasurer	For at least 5 years after the 31 st January submission deadline of the relevant tax year	Deleted or shredded after required length of time
Additional Information (Registration)	Toilet training and special words information	Legitimate interest to support the child’s health and safety	On request other agencies – e.g. Ofsted, LSCB, LA, GP, HV	In Filing Cabinet	Until Child leaves	Shredded after required length of time
Attendance register	Childs name, Childs arrival and departure time. Reasons for absence. Staff names.	Legal obligation - Statutory framework EYFS and childcare register 2016	On request other agencies – e.g. Ofsted, LSCB, LA, or HMRC	Locked Filing Cabinet	For 21 years after the July of the child’s cohort year.	Shredded after required length of time
Child Emergency Contact Sheet	Information of child and emergency contact details of parents including address, email and phone numbers	Legal obligation - Statutory framework EYFS and childcare register 2016. Family and friends contact details covered by legal basis of ‘consent’	The document can be shared with other agencies including Ofsted	Little Sunbeams Dropbox, Hardcopy in daily register folder stored in Locked Filing cabinet	Until child has left setting	Deleted or shredded after required length of time
Child General Info sheet	Information of child including DOB, start date, key person	Legal obligation - Statutory framework EYFS and childcare register 2016	Key person	Manager Laptop. Hardcopy Locked away at night	Amended half termly - Until child has left setting	Deleted or shredded after required length of time

Little Sunbeams Data Audit - GDPR

Document	Data Recorded	Lawful/Legal Basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Child Hours Sheet	Childs name and Hours attended	Legitimate interest to support production of ratios/invoices	Treasurer	Manager Laptop	Amended half termly Until child has left setting	Deleted or shredded after required length of time
Complaints Records	Child/family details, provider details	Statutory framework EYFS and childcare register 2016	On request other agencies including Ofsted	Locked Filing Cabinet	3 years	Shredded after required length of time
Concerns about a child	Sensitive information on child or families, parents name and child's name	Legal obligation - Statutory framework EYFS and childcare register 2016	The document may be shared with other agencies including Ofsted.	Safeguarding Folder in locked filing cabinet	For 21 years after the July of the child's cohort year.	Shredded after required length of time
Fire Drill Record Form	Staff name and signature, church admin name and signature	Legitimate interest to support the child's health and safety	The document may be shared with other agencies including Ofsted.	Locked filing cabinet	3 years	Shredded after required length of time
Health Form (Registration)	Child illness information, family information	Legitimate interest to support the child's health and safety	The document may be shared with other agencies including Ofsted.	In locked filing cabinet	For 21 years after the July of the child's cohort year.	Shredded after required length of time
Incoming injuries record	Details of a child's injuries from home or other setting includes personal details' parents and other setting details	Legitimate interest to support the child's health and safety	The document may be shared with other agencies including Ofsted.	Accident and injuries folder/ locked filing cabinet	For 21 years after the July of the child's cohort year.	Shredded after required length of time

Little Sunbeams Data Audit - GDPR

Document	Data Recorded	Lawful/Legal Basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Incident record	Personal child details, Signature of parents and setting	Legal obligation - Statutory framework EYFS and childcare register 2016	The document may be shared with other agencies including Ofsted.	Accident and injuries folder/ locked filing cabinet	For 21 years after the July of the child's cohort year.	Shredded after required length of time
Informing Ofsted about changes/ Ofsted notifications	Changes to provider details	Legal obligation - Statutory framework EYFS and Ofsted requirements	The document may be shared with other agencies including Ofsted.	Locked filing cabinet	Three years or until next Ofsted inspection	Shredded after required length of time
Learning and Development Information	All about me, starting points, photos, progress tracking, observation assessments of learning and development, two year checks, supervision child records, termly reports	Legal obligation - Statutory framework EYFS 2017 and legitimate interest in Inspection Handbook as allow provider to track development effectively. Photo consent can be withdrawn at any time	The document may be shared with other agencies including Ofsted and other settings	Tapestry which is password protected. Keywork files in locked cabinet	Until a child starts school or leaves to attend a new setting	Documents deleted on Tapestry after parent has a copy. Photos removed from computer. Paper work shredded
Local Authority Funding Form	Child and family information including NI details. Two year and EYPP codes and proof of DOB	Contractual obligation as required by LA for funding	The document may be shared with other agencies including Ofsted	Secured cupboard	6 years as requested by LA	Documents shredded after required length of time
Medication Administration Record	Personal details of child, parents and setting signatures	Legal obligation - Statutory framework EYFS and childcare register 2016	Documents may be shared with other agencies including Ofsted and LSCB	Locked Filing Cabinet	For 21 years after the July of the child's cohort year.	Documents shredded after required length of time

Little Sunbeams Data Audit - GDPR

Document	Data Recorded	Lawful/Legal Basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Nappy & change of clothes daily sheet	Childs name, staff name, parent signature	Legitimate interest for child's welfare	Parent. Document may be shared with other agencies including Ofsted	Locked filing cabinet	Current week	Documents shredded after the required period of time
Parent Agreement (Including agreement to abide by preschool policies)	Parent Signature and names	Legitimate interest and Legal obligation as required under the EYFS 2017 and childcare register	Document may be shared with other agencies including Ofsted	Locked filing cabinet	For 21 years after the July of the child's cohort year.	Documents shredded after the required period of time
Parent Participation Interest (Registration)	Childs name and Parents Name	Legitimate interest to involve parents in running of setting	Chairperson and committee members	Locked filing cabinet	Until Child leaves setting	Documents shredded after required length of time
Parent signing in sheet	Childs name and parent carer name / signature	Legitimate interest for child's welfare/running of the setting	Parent/carers. Document may be shared with other agencies including Ofsted	Locked filing cabinet	End of academic year that it pertains to	Documents shredded after required length of time
Physical Intervention Record	Personal details about child and parent and setting signatures	Legal obligation - Statutory framework EYFS and childcare register 2016.	Documents may be shared with other agencies including Ofsted	Locked filing cabinet	For 21 years after the July of the child's cohort year.	Documents shredded after required length of time

Little Sunbeams Data Audit - GDPR

Document	Data Recorded	Lawful/Legal Basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Registration Form	Child and Parent details, additional contact numbers, collection permissions, Health information, consents, preferred communication, equality and diversity.	Legal obligation - Statutory framework EYFS and childcare register 2016. Family and friends contact details covered by legal basis of 'consent'	Documents may be shared with other agencies including Ofsted	Locked filing cabinet	For 21 years after the July of the child's cohort year.	Documents shredded after required length of time
Risk Assessments (general)	Staff signature	Legal obligation - Statutory framework EYFS 2017	Documents may be shared with other agencies including Ofsted	Locked Filing Cabinet	3 years	Documents shredded after required length of time
Risk Assessments (Individual) Child	Child information. Staff signature	Legal obligation - Statutory framework EYFS 2017	Documents may be shared with other agencies including Ofsted	Locked Filing Cabinet	For 21 years after the July of the child's cohort year.	Documents shredded after required length of time
Risk Assessments (Individual) Staff	Staff Information - signature	Legal obligation - Statutory framework EYFS 2017	Documents may be shared with other agencies including Ofsted	Locked Filing Cabinet	For 6 years after employment ends	Documents shredded after required length of time
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 and LSCB	Locked Filing Cabinet	For 21 years after the July of the child's cohort year.	Documents shredded after required length of time
Staff File	Application form, Contact details, NI number, Sick records, Staff agreement	HMRC – Keeping children safe (PLA)	Treasurer, other committee officers, Accountant	Locked Filing cabinet	For 6 years after employment ends	Documents shredded after required length of time

Little Sunbeams Data Audit - GDPR

Document	Data Recorded	Lawful/Legal Basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Staff signing in and overtime sheets	Staff name	HMRC	Treasurer, other committee officers, Accountant	Current month in setting in locked filing cabinet then held by Treasurer		Documents shredded after required length of time
Visitor Record	Date, Name, Signature and phone number of visitor	Lawful basis to safeguard and protect children.	Documents may be shared with other agencies including Ofsted	Filing Cabinet	The current year plus 6 years.	Documents shredded after required length of time

For all other documents that do not contain personal data please see PLA document – Retention periods for records –April 2017

Version	Changes made	Author	Date
1.0	Baseline version	Amanda	25 th May 2018