



Data Audit

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to child					
Name and date of birth of child	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	BHCC Medical professionals for emergency treatment	3 years after child leaves setting
Child's proof of age (copy of child's birth certificate)	Electronic	Computer	Encription & Password protection	BHCC	3 years after child leaves setting
Medical records	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	Medical professionals for emergency treatment	3 years after child leaves setting
Allergy information	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	Medical professionals for emergency treatment	3 years after child leaves setting
Funding	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	BHCC	3 years after child leaves setting
Details of child's GP/Health Visitor	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	Medical professionals for emergency treatment	3 years after child leaves setting
Injury/accident forms	Paper	Accident File	Encription & Password protection Secured room	Medical professionals for emergency treatment BHCC	3 years after child leaves setting
Sessions	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	BHCC	3 years after child leaves setting
Permissions	Electronic/Paper	Computer & Master File	Encription & Password	None	3 years after child leaves

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
			protection Secured room		setting
Observation data	Electronic/Paper	Computer/Tablet/Print	Encryption & Password protection Secured room	Parents/Carers Settings (in line with permissions)	3 years after child leaves setting
Child's name on work & tags	Paper	Setting	Locked away out of session	Parents/Carers	Point of departure
Photographs of child	Paper/Electronic	Setting/Computer/Tablet	Password Secured room	Parents/Carers, External Publications (as specified in permissions)	3 years after child leaves setting

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to parent / carer					
Name, address and contact details of parent/s or person with parental responsibility	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	Medical professionals for emergency treatment BHCC	3 years after child leaves setting
Name and contact details of emergency contacts	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room	Medical professionals for emergency treatment BHCC	3 years after child leaves setting
General correspondence	Electronic	email	Password protected & encription	Staff	3 years
Payment records	Electronic	Excel spreadsheet INM	Encription & Password protection	HMRC BHCC	6 years
Parent's NI number	Electronic	Computer	Encription & Password protection	Medical professionals for emergency treatment BHCC	3 years after child leaves setting
EYFE contracts	Electronic	Computer	Encription & Password protection	BHCC	3 years after child leaves setting

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to staff					
Terms and conditions of employment	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Medical form	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Central DBS record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Payroll records	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Training records	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Qualification certificates	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Appraisals	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Application form	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Interview record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Attendance	Electronic	Tablet/Computer	Encription & Password protection		6 years from end of employment
References	Electronic/Paper	Computer & Master File	Encription & Password protection		6 years from end of employment

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
			Secured room		
Leave record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Policy confirmation	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Suitability to work	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Induction checklist	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Grievances, written warnings	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
Any other correspondence	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		6 years from end of employment
ID Tags	Electronic/Paper	Computer & Master File Setting	Encription & Password protection Secured room		6 years from end of employment

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to volunteers					
Volunteer record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Terms and conditions	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Medical form	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Central DBS record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Training records	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Qualification certificates	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Appraisals	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Application form	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Interview record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Attendance	Electronic	Tablet/Computer	Encription & Password protection		3 years from end of period of volunteering
References	Electronic/Paper	Computer & Master File	Encription & Password protection		3 years from end of period of volunteering

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
			Secured room		
Leave record	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Policy confirmation	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Suitability to work	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Induction checklist	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Grievances, written warnings	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
Any other correspondence	Electronic/Paper	Computer & Master File	Encription & Password protection Secured room		3 years from end of period of volunteering
ID Tags	Electronic/Paper	Computer & Master File Setting	Encription & Password protection Secured room		3 years from end of period of volunteering

Audit completed by: PF Date: 24.5.18

Notes

* Note that personal data may be shared with the relevant bodies as required by law, for example in order to report safeguarding concerns, in response to a request by law enforcement agencies or HMRC, and for Ofsted inspections. These could apply to all types of data so are not itemised separately in the 'shared externally with' column.

** GDPR requires us to keep data no longer than necessary. However, many items of data used by an early years setting are legally required to be kept for significant periods after a child has left your care, or a member of staff has left employment. It is good practice to keep some types of data for longer than the legal minimum in order to protect against future legal cases. It is therefore 'necessary' to keep some items of data even after the relationship with the individual has ended in order to meet these pre-existing legal and business requirements.