

| 033 GEP Data retention, storage and disposal procedure Appendix 1 Registered children and family |                                 |   |   |                     |
|--|---------------------------------|---|---|---------------------|
| Document   | Format                          | Storage   | Retention   | Disposal            |
| Application form – paper   | Paper                           | Folder in locked cupboard on site                     | While child remains on waiting list   | Shredded            |
| Application form – via website   | Email                           | Copy printed (see above)                              |   | Deleted             |
| Registration form  | Paper                           | Folder in locked cupboard on site                     | 6 years plus current  | Shredded            |
| Records checklist  | Paper                           | Folder in locked cupboard on site                     | Until child leaves setting  | Shredded            |
| Photo permission checklist   | Paper                           | Folder in locked cupboard on site                     | Until child leaves setting  | Shredded            |
| Emergency contact number   | Paper                           | Folder in locked cupboard on site                     | Until child leaves setting  | Shredded            |
| Text service numbers   | Transferred via email to school | Uses the Teacher to parent software – approved by DCC | Until child leaves setting  | Deleted from system |
| Allergen checklist   | Paper                           | Locked cupboard on site                               | Until child leaves setting  | Shredded            |
| Allergen risk assessment   | Paper                           | Folder in locked cupboard on site                     | Until child reaches 21 years of age   | Shredded            |
| SEND documentation   | Paper                           | Folder in locked cupboard on site                     | Until child reaches 21 years of age   | Shredded            |
| Child protection   | Paper                           | Folder in locked cupboard on site                     | Until child reaches 25 years of age   | Shredded            |
| Health plan  | Paper                           | Folder in locked cupboard on site                     | Until child reaches 21 years of age   | Shredded            |
| Medication form  | Paper                           | Folder in locked cupboard on site                     | 6 years after child leaves setting unless underlying condition then until child reaches 21 years of age | Shredded            |
| Long term medication form  | Paper                           | Folder in locked cupboard on site                     | Until child reaches 21 years of age   | Shredded            |
| Complaints log   | Paper                           | Folder in locked cupboard on site                     | 3 years from date of complaint  | Shredded            |
| Complaints form  | Paper                           | Folder in locked cupboard on site                     | 3 years from date of complaint  | Shredded            |
| Accident report (child)  | Paper                           | Folder in locked cupboard on site                     | Until child reaches 21 years of age   | Shredded            |

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| Accident report (adult)   | Paper                      | Folder in locked cupboard on site  | 3 years                             | Shredded                  |
| Incident report   | Paper                      | Folder in locked cupboard on site  | Until child reaches 21 years of age | Shredded                  |
| FE1 form  | Paper                      | Folder in locked cupboard on site  | 6 years plus current                | Shredded                  |
| Proof of DOB  | Paper                      | Folder in locked cupboard on site  | 6 years plus current                | Shredded                  |
| Absence log   | Paper                      | Folder in locked cupboard on site  | 6 years plus current                | Shredded                  |
| Learning journey  | Paper                      | Locked cupboard on site  | Until child leaves setting          |                           |
| Staff member working at home  | Permission given by Ofsted | Document stored securely<br>Not left unattended<br>Kept in document case   |                                     |                           |
| Tracker   | Excel spread sheet         | Encrypted usb flash drive  | 3 years of data                     | Deleted                   |
| Daily register  | Paper                      | Locked cupboard on site  | 6 years plus current                | Shredded                  |
| Visitors log  | Paper                      | Locked cupboard on site  | 6 years                             | Shredded                  |
| Mud kitchen register  | Paper                      | Folder in locked cupboard on site  | 1 term                              | Shredded                  |
| Woodland adventure register   | Paper                      | Locked cupboard on site  | 1 term                              | Shredded                  |
| Forest school register  | Paper                      | Locked cupboard on site  | 1 term                              | Shredded                  |
| Photographs   | Printed (learning journey) | Locked cupboard on site  | Until child leaves setting          |                           |
| Photographs   | Printed (missing child)    | Folder in locked cupboard on site<br>Photos go out with forest school/woodland adventure groups – kept with register in rucksack | Until child leaves setting          | Shredded                  |
| Photographs   | Printed (name tags)        | Box in cupboard  | Until child leaves setting          | Shredded                  |
| Photographs   | Memory stick               | Cameras stored in locked cupboard when not in use  | Downloaded at end of week           | Deleted from memory stick |
| Photographs (without permission to use for promotional materials/website) | Laptop folder              | Laptop stored in locked cupboard when not in use   | 1 term                              | Deleted                   |
| Photographs (with permission to use for promotional materials/website)    | Laptop folder              | Laptop stored in locked cupboard when not in use   | 1 year                              | Deleted                   |

|  |   |                        |                          |  |
|--|---|------------------------|--------------------------|--|
| Shared with committee member responsible for promotional materials / website | Transferred using encrypted usb flash drive | PIN protected computer | Life of document/article |  |
|--|---|------------------------|--------------------------|--|

| Data held on child's registration form     | Legal basis                     | Retention period     | Determined by |
|--|---------------------------------|----------------------|---------------|
| Child's Name                               | Legal obligation SF 3.72        | 6 years plus current | GEP           |
| Known as (if different)                    | Consent                         | 6 years plus current | GEP           |
| Child's home language                      | Legal obligation: SF 1.7        | 6 years plus current | GEP           |
| DOB  | Legal obligation SF 3.72        | 6 years plus current | GEP           |
| Home language                              | Legal obligation SF 1.7         | 6 years plus current | GEP           |
| Family address                             | Legal obligation SF 3.72        | 6 years plus current | GEP           |
| Contact numbers during session             | Legal obligation SF 3.72        | 6 years plus current | GEP           |
| Email address for invoices                 | Contract                        | 6 years plus current | GEP           |
| Email address for key worker               | Consent                         | 6 years plus current | GEP           |
| Email address for newsletters              | Consent                         | 6 years plus current | GEP           |
| Parental responsibility                    | Legal obligation SF 3.72        | 6 years plus current | GEP           |
| Other adults caring for child              | Legal obligation SF 3.62 & 3.72 | 6 years plus current | GEP           |
| Password for adults collecting child       | Legal obligation SF 3.62        | 6 years plus current | GEP           |
| Details of two adult who can collect child | Legal obligation SF 3.44 & 3.62 | 6 years plus current | GEP           |
| Child's GP                                 | Consent                         | 6 years plus current | GEP           |
| Text messaging service                     |                                 | 6 years plus current | GEP           |
| Immunisations                              | Legitimate interest             | 6 years plus current | GEP           |

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|---|--------------------------|---|---------------------|
| Medical condition   | Legal obligation SF 3.45 | 6 years after child leaves setting unless underlying condition then until child reaches 21 years of age | Limitation Act 1980 |
| Allergies/intolerances  | Legal obligation SF 3.47 | Until child reaches 21 years of age   | Limitation Act 1980 |
| Diet preferences  | Legal obligation SF 3.47 | 6 years plus current  | GEP                 |
| SEN   | Legal obligation SF 3.67 | Until child reaches 21 years of age   | Limitation Act 1980 |
| Toilet training/dressing/other carers/likes/dislikes                | Legitimate interest      | 6 years plus current  | GEP                 |
| Information sharing   |                          |   |                     |
| With another setting currently attended                             | Legal obligation SF 3.68 | 6 years plus current  | GEP                 |
| With previous setting   | Legitimate interest      | 6 years plus current  | GEP                 |
| With health visitor   | Consent                  | 6 years plus current  | GEP                 |
| Consent - outings   | Consent                  | 6 years plus current  | GEP                 |
| Consent - 1st aid   | Consent/vital interest   | 6 years plus current  | GEP                 |
| Consent - nappy changing  | Consent                  | 6 years plus current  | GEP                 |
| Consent - sunscreen/insect repellent                                | Consent                  | 6 years plus current  | GEP                 |
| Consent - observations  | Legal obligation SF 2.1  | 6 years plus current  | GEP                 |
| Consent - photos for learning journey                               | Consent                  | 6 years plus current  | GEP                 |
| Consent - photos - display in setting                               | Consent                  | 6 years plus current  | GEP                 |
| Consent - photos - preschool publications and promotional materials | Consent                  | 6 years plus current  | GEP                 |
| Consent - photos- website and social media page                     | Consent                  | 6 years plus current  | GEP                 |
| Consent - photos - staff training and qualifications                | Consent                  | 6 years plus current  | GEP                 |
| Ethnicity - anonymous   | Consent                  | 6 years plus current  | GEP                 |
| Developmental information   | Legitimate interest      | 6 years plus current  | GEP                 |

|   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Other documents created during child's time with us |                          |   |                          |
| Daily register                                      | Legal obligation SF 3.76 | 6 years plus current  | DCC Compliance           |
| Woodland adventure/forest school register           | Legal obligation SF 3.76 | 1 term  | Working life of document |
| Emergency contact list                              | Legal obligation SF 3.72 | 1 year  | Working life of document |
| Records checklist                                   |                          | 1 year  | Working life of document |
| Photo permission checklist                          |                          | 1 year  | Working life of document |
| Accident record                                     | Legal obligation SF 3.50 | Until child reaches 21 years of age   | Limitation Act 1980      |
| Incident record                                     | Legal obligation SF 3.50 | Until child reaches 21 years of age   | Limitation Act 1980      |
| Medication  | Legal obligation SF 3.46 | 6 years after child leaves setting unless underlying condition then until child reaches 21 years of age | Limitation Act 1980      |
| FE1 additional information                          |                          |   |                          |
| Proof of dob  | Contract                 | 6 years plus current  | DCC compliance           |
| Gender  | Contract                 | 6 years plus current  | DCC compliance           |
| Ethnic origin (optional)                            | Consent                  | 6 years plus current  | DCC compliance           |
| Contract start date                                 | Contract                 | 6 years plus current  | DCC compliance           |
| Contract end date                                   | Contract                 | 6 years plus current  | DCC compliance           |
| Parent name   | Contract                 | 6 years plus current  | DCC compliance           |
| Relationship to child                               | Contract                 | 6 years plus current  | DCC compliance           |
| Attendance at setting(s)                            | Contract                 | 6 years plus current  | DCC compliance           |
| 2 year eligibility                                  |                          |   | DCC compliance           |
| Code  | Contract                 | 6 years plus current  | DCC compliance           |
| Start date  | Contract                 | 6 years plus current  | DCC compliance           |
| 30 hour eligibility                                 |                          |   | DCC compliance           |
| Parent name   | Contract                 | 6 years plus current  | DCC compliance           |
| NINO  | Contract                 | 6 years plus current  | DCC compliance           |
| Code  | Contract                 | 6 years plus current  | DCC compliance           |
| EYPP - additional info                              | Contract                 | 6 years plus current  | DCC compliance           |

|                        |          |                      |                |
|------------------------|----------|----------------------|----------------|
| Parent DOB             | Contract | 6 years plus current | DCC compliance |
| Disability Access Fund | Contract | 6 years plus current | DCC compliance |
| Evidence               | Contract | 6 years plus current | DCC compliance |