

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

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 Not left unattended 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 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	
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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
DOB	Legal obligation SF 3.72	6 years plus current	GEP
Child's ethnicity or cultural background	Legitimate interest	6 years plus current	GEP
Main religion in your family (if applicable)	Legitimate interest	6 years plus current	GEP
Festivals or special occasions celebrated	Legitimate interest	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
Email address for fundraising	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	Consent	6 years plus current	GEP
Immunisations	Legitimate interest	6 years plus current	GEP
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 seting	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