**GDPR Retention Periods and Data Audit**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Form** | **Retention Period**  **(years)** | **How we use the data** | **Who is responsible for collecting this** | **Information shared outside the setting** | **Where kept?** | **Does it leave the site?** | **Measures to safeguard Information** | **How is the data destroyed?** |
| **1-2-1 forms** | 2 | Record performance | M | With Managerial team | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Application forms - Children** | Until Child starts | To contact before start date | A | No | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Application forms – Parents** | Until child starts/no longer needs a place | To contact before start date | A | No | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Accident form** | 25 | Record accidents | A | If required by law, with consent | Locked cabinet | N |  | Shredded |
| **Child protection form** | 20+ | Record and share CP issues | M | With other professionals | Locked cabinet | N |  | Shredded |
| **Expense forms** | 7 |  | M | SL Additions | SL Additions | Y | Kept in a house and returned daily | Shredded |
| **EYFS monitoring sheet** | Until child leaves | Record areas observations | A | With other professionals with consent | With Dev matters docs | Y | Kept in a house and returned daily | Shredded |
| **EYPP tracker** | Until child leaves |  | A | No | Locked cabinet | N |  | Shredded |
| **Financial forms** | 7 | Purchases, payments & forecasting | M | SL Additions | Locked cabinet | N |  | Shredded |
| **Funding forms PCC** | 3 | With PCC | M & DM |  | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Health and allergy info - snack** | Until child leaves | Identify individual needs | HS | No | Locked cabinet | Y | Kept in a house and returned daily when required | Shredded |
| **Health care plan** | 25 | Record individual medications | KP | No | Locked cabinet | N |  | Shredded |
| **Home visit risk assessment** | 6 months |  | KP | No | Locked cabinet | N |  | Shredded |
| **Incident form** | 25 | Record incidents | A |  | Locked cabinet | N |  | Shredded |
| **Progress Tracker** | 1 | Track individual progress | KP/M | Other professionals with consent | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Medication record** | 25 |  | M/KP | No | Locked cabinet | N |  | Shredded |
| **Nappy changing sheet and rota** | 6 months | To record changes | A | RIDDOR insurance, health & safety if required | Locked cabinet | N |  | Shredded |
| **Occasional outings form** | 2 | Names and places of visits | A | As above | Locked cabinet | N |  | Shredded |
| **Personal details form** | 2 after leaving | Record staff and committee personal details | M/DM | As above | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Record of absences** | 2 | Record staff absences | M | As above | Locked cabinet | N |  | Shredded |
| **Record of absences – individual** | When child leaves | Assess absences | KP |  | Locked cabinet | Y | Kept in a house and returned daily | Shredded |
| **Registration forms** | 3 | Record contacts etc | KP |  |  | Y | Kept in a house and returned daily | Shredded |
| **Safeguarding forms** |  |  | M |  |  |  |  | Shredded |
| **Transition to school documents** | 2 months after child leaves | To inform on Tapestry feeder schools of individual progress and character | M/KP | Feeder school |  | Y | Kept in a house and returned daily | Shredded |
| **Interview notes** | 6 months or until employed staff leave |  | M/DM |  |  | N |  | Shredded |
| **Wages/salary records** | 7 |  | M | SL Additions | SL Additions | N |  | Shredded |
| **Job application forms** | 6 months if not employed or until employed staff leave |  | M |  |  | N |  | Shredded |
| **Training records** | 2 after employee leaves | Record and assess CPD | DM | Local Authority |  | N |  | Shredded |
| **Time sheets** | 6 after employee leaves |  | M | SL Additions  And committee |  | Y | Kept in a house and returned daily | Shredded |
| **SMP records** | 3 | SL Additions | M |  |  | N |  | Shredded |
| **SSP records** | 6 after leaving date |  | M | HMRC SL Additions |  | N |  | Shredded |
| **Income/NI** | 7 |  | SL | SL Additions |  | N |  | Shredded |
| **Redundancy details** | 6 | SL Additions | SL | SL Additions, HMRC |  | N |  | Shredded |
| **Minimum Wage records** | 3 |  | M | SL Additions,HMRC |  | N |  | Shredded |
| **Pension scheme** | 12 |  | SL | SL Additions |  | N |  | Shredded |
| **RIDDOR** | 3 |  | M | Ofsted |  | N |  | Shredded |
| **Risk assessments - individuals** | 25 | Assess personal risk | HS |  |  | N |  | Shredded |
| **DBS details** | 20 | Confirm suitability | M/C | GBG |  | N |  | Shredded |
| **EHA (Early Help Assessment) and permission slips** | 5 | On paper and electronically | SEN | Local authority |  | Y | To other sites and home as required | Shredded |
| **EHCP request and permission slips** | 5 | On paper and electronically | SEN | Local Authority |  | Y | To other sites and home as required | Shredded |
| **SEN supports** | 5 |  | SEN | Local authority and feeder school |  | Y | To other sites and home as required | Shredded |
| **Behaviour log** | 6months | paper | A | Feeder school |  | N |  | Shredded |
| **Referral to early years and other services** | 5 | Paper and recording needs electronically | SEN | Local authority |  | Y | Kept in a house and returned daily | Shredded |
| **Request for SEN funding** | 3 | Request funding | SEN | Local authority |  | Y | Kept in a house and returned daily | Shredded |
| **NEF** | 3 |  | M |  |  |  |  | Shredded |
| **TBK** | 2 months after child leaves | To assess speech and language | KP | LA and feeder schools |  | Y | Kept in a house and returned daily | Shredded |
| **TAC files** | 5-25 | Record meetings | KP | Other professionals |  | Y | To meetings, returned and signed back in | Shredded |
| **Complaints** | 6 after complaint resolved | Record parents dissatisfaction | M/C | LA  Ofsted |  | N |  | Shredded |
| **Collection book** | 3 | Authorise collection | A |  |  | N |  | Shredded |
| **Policies** | 3 + current year | Detail our procedures | M/C | LA  Ofsted |  | Y | To meetings, returned and signed back in | Shredded |
| **Visitor book** | 6 + current year | Record visitors | M |  |  | N |  | Shredded |
| **Photos of staff** | -Display destroyed when staff leave  -personal details and tapestry 3  -yellow diary given to child when leaving  -fb/website use until updated  -home visit pack photo reminders given to Keychild’s family  -welcome pack until updated or new staff begin | Share who are staff are and qualifications | M/DM | Public display in setting |  |  |  | Shredded |
| **Home Injury Book** | 25 | Record injuries outside the setting |  | No unless CP Issue | Locked cabinet | N | N/A | Shredded |
| **Parent information board individual needs** | Only when relevant | Parents wishes |  | No | Large cupboard | N | N/A | Shredded |
| **Charity Commission** | Until committee member leaves and is replaced | To record who is a current committee member | M | No | Locked cabinet | N |  | Shredded |
| **Ofsted (Committee)** | As above | As above | M | No | Locked cabinet | N |  | Shredded |

**NB:- Once time of retention lapses all documentation will be shredded**

**Key:**

**M – Manager**

**DM – Deputy Manager**

**A – All staff**

**HS – Health and Safety**

**KP – Key Person**

**C – Committee**

**SEN - Senco**