

Data Map November 2017 (updated June 2019)

Form	Data Collected	Reason	Data Processed by	Retention Period	Format	Storage	Disposal
Registration Form	Name of Child DOB of child Name, address, email and phone number of parents (Census info – old forms only)	To register interest in a place – personal details to assign intake, contact details to enable contact	Manager	Until child starts at pre-school or declines a place.	Paper	Applications folder in locked cabinet	Shredded (non starter) or Returned to parents/carers when child leaves
Children's Information Form	Name of Child DOB of child Name, address, email and phone number of parents Emergency Contacts Permission for collection Medical information GP/Health Visitor contact details	Statutory Safeguarding Statutory	Staff	Until child leaves	Paper	Learning journey in locked cabinet in pre-school room	Returned to parents/carers
Parental Declaration Forms	Name of Child DOB, Address, Name of Parent, DOB of Parent, NI No. of parent. Census Info	To claim Universal Funded Early Education funding, and to check for EYPP where appropriate.	Administrator KCC	7 years	Paper	Filing cabinet in cellar – except during termly processing	Shredded
All About Me	Name of Child DOB Likes and dislikes Family make up	Settling the child Getting to know the family	Staff	Until child leaves	Paper	Learning journey in locked cabinet in pre-school room	Returned to parents/carers

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Medical Permission	Name of child Name of adult	To give permission to give first aid treatment	Staff	Until child leaves	Paper	Learning journey in locked cabinet in pre-school room	Returned to parents/carers
Photo Permission	Name of child Name of adult	To give permission for photos to be taken	Staff	Until child leaves	Paper	Learning journey in locked cabinet in pre-school room	Returned to parents/carers
Local Outing Permission	Name of child Name of adult	To give permission to take the child on a local walk	Staff	Until child leaves	Paper	Learning journey in locked cabinet in pre-school room	Returned to parents/carers
Safeguarding Concern	Name of child DOB Safeguarding concerns and actions Details of conversations/advice	Statutory – when a concern is raised about a child or family	Staff Safeguarding Team Social Care Team	Until child leaves (Passed on to next setting)	Paper	Locked cabinet in Pre-School room	Passed to next setting
Accident Book	Name of child Date and time of accident Details of treatment Signature of parent/carer	Statutory	Staff	25 years	Book	First Aid cupboard in pre-school room then locked cabinet in cellar	Secure
Medicine Book	Name of child Details of medicine Signature of parent/carer	Statutory	Staff	25 years	Book	First Aid cupboard in pre-school room then locked cabinet in cellar	Secure

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Referral Forms	Name of Child DOB Concerns GP/Health Visitor contacts	SEN concerns – to involve the relevant health care professionals	Staff Relevant Health Care Professionals (with parents/carers’ permission)	Until child leaves (Passed on to next setting)	Paper	Learning journey in locked cabinet in pre-school room	Passed to next setting
Register	Name of Child DOB Attendance record	Confirm Attendance	Staff	3 years	Paper	Cabinet in pre- school room (current) Locked cabinet in basement (previous)	Secure
Staff Supervision Forms	Name of Staff Details of progress of current children Staff concerns and achievements	CPD of staff	Staff	Until staff member leaves	Paper	Staff folder in Manager's drawer	Given to staff member on leaving// secure disposal
Staff Information Form	Name, DOB, address, DBS number and date of all staff, volunteers and committee members	Single Central Record - Safeguarding requirement	Staff	Until Staff member leaves	Paper Single Central Record electronically	Staff folder in Manager's drawer Dropbox	Secure
Committee Registration Form	Name, DOB, address, phone number, DBS number and date of all committee members	Ofsted requirement	Staff and Committee	Until committee member leaves	Electronically	Dropbox	Secure disposal

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Staff Self-Appraisal Forms	Name Self appraisal	CPD of staff	Staff and Committee		Paper	Staff folder in Manager's drawer	Given to staff member on leaving/ secure disposal
Staff Training Records	Name, Training course attended, date attended.	CPD of staff	Staff and Committee		Paper	Training Folder	Given to staff member on leaving/ secure disposal
Termly Invoices	Child and Parents names. Sessions attended. FEE hours claimed. Termly charges	Required for audit of end of year accounts	Administrator	Until end of financial audit for year	Electronically	Administrator's Password protected PC. Backed up on Dropbox	Secure disposal
Session Payment Record	Child and Parents names. Termly charges. Payments made	To monitor payment of session charges	Administrator	Until end of financial year or until family has left the pre-school	Electronically	Administrator's Password protected PC. Backed up on Dropbox	Secure disposal
Outlooks Contacts	Parents name, email, phone numbers. Child name	To enable contact	Administrator	Until child has left the pre-school	Electronically	Administrator's Password protected PC.	

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Staff Application forms and References	Staff name, address and contact details, possibly DOB, Educations and employment history	To enable recruitment, Safeguarding Requirement	Staff	6 years after employment ceases	Paper	Staff Files in cellar	Shredded
Staff Pay Details	Name, Address, Bank Details,	To enable payment of staff	Administrator	Until employment ceases	Electronically	Administrator's Password protected PC. Backed up on Dropbox	Secure disposal
Sessions Allocation Lists	Childs's name and DOB. Sessions allocated	To enable allocation of sessions, processing of FEE and session charges	Manager and Administrator	Until end of academic year	Electronically	Dropbox	Secure disposal
Employee Pay and Deduction records	Employee Name, PAYE Code, Hourly Rate, Hours works, Monthly Wage, Tax, NI and Pension payments	To enable payment of staff and to meet HMRC and auto enrolment obligations.	Administrator	6 years for pay and HMRC 12 years for pension	Paper Electronically	Administrator files Administrator's Password protected PC. Backed up on Dropbox	Secure disposal
Minutes (of Committee meetings)		Ofsted, KCC and Charity Commission requirement	Committee and Administrator	6 years from date of meeting	Paper (need to be signed)	Chairperson's folder, kept in their home Dropbox	Secure disposal

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