



## Data Protection Audit

### Consent Form

| The data we will be collecting and processing      | The reason we are collecting  | Where and how the data will be held  | How long the data will be held                                     |
|--|---|--|--|
| <b>Accident/ Records Incident</b>                  | Communication within the Preschool. To Monitor Health and Safety procedures implement risk assessments and safeguarding the children. | To be locked in the filing cabinet.  | Kept for 3 years after the child leaves the setting.               |
| <b>Children's Development and Learning Records</b> | To ensure the child's needs are being met.  | Password Protected Computer. (Lorraine Robinson) Kept in folders locked in filing cabinet. | To be kept for one year after the child leaves the setting.        |
| <b>Emails</b>                                      | Communication with parents and outside agencies.  | Password Protected Computer (Lorraine Robinson). Emails to be sent BCC.                    | Email addresses will be deleted when the child leaves the setting. |

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| <b>Major Accident/<br/>Incident Records</b> | Communication within the Preschool and other outside agencies. To monitor health and safety procedures, | To be locked in the filing cabinet. | To be kept until the child is 21 years old. |
|---|---|-------------------------------------|---|

The General Data Protection Regulation (GDPR) will take effect in the UK from the 25<sup>th</sup> of May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. GDPR applies to all Preschools and Nurseries and therefore the URC Preschool will comply with this legislation.

The Harpenden URC Preschool collects and processes data in accordance with our Data Privacy Statement which can be found on our website.

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|   | implement risk assessments and safeguarding the children.                              |   |  |
| <b>Parents Details including NHS numbers</b>                    | For contact purposes in case of an emergency and funding claims.                       | Password Protected Computer (Lorraine Robinson) Locked in files in filing cabinet.            | File kept for 3 years after the child leaves the setting. Funding records to be kept for 6 years after the child leaves the setting. |
| <b>Pre-School Phones</b>  | Communication with parents, within the preschool and outside agencies.                 | PIN Protected. Phone is kept on site at all times and locked in filing cabinet.               | Contact details to be deleted when the child leaves the setting.   |
| <b>Registers &amp; Children's Information including medical</b> | To monitor attendance and to enroll the child in to the setting.                       | Password Protected Computer (Lorraine Robinson). Individual copies locked in filing cabinet.  | To be kept for three years after the child leaves the setting.   |
| <b>Safeguarding Documents</b>                                   | Communication within the preschool and relevant outside agencies.                      | Password Protected Computer (Lorraine Robinson). Individual folders locked in filing cabinet. | To be kept until the child is 25 years old. Information may be passed on to next setting if applicable.                              |
| <b>SEN Folders</b>  | Monitoring the children's needs.   | Password Protected Computer (Anne Burroughs). Individual folders locked in filing cabinet.    | To be kept until the child is 25 years old.  |
| <b>SEN Monitoring Sheet</b>                                     | To ensure all the children's needs are being met.                                      | Password Protected Computer (Anne Burroughs). Paper copy locked in the filing cabinet.        | To be kept for three years after the child leaves the setting.   |
| <b>Tapestry</b>   | Communication of child's learning & development within the preschool & to the parents. | Password Protected Computer (Lorraine Robinson) and password protected staff kindles.         | File to be deleted when the child leaves the setting.  |

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|                     |   | and locked in filing cabinet.                              |   |
| <b>Waiting List</b> | To enroll the child in to the setting when a place becomes available. | Password Protected Computer (Lorraine Robinson). File kept | Details to be deleted once a place is declined or the child leaves the setting. |

Last Reviewed: September 24