



Data Protection Audit

The General Data Protection Regulation (GDPR) will take effect in the UK from the 25th 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 organizations. 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.

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
Accident/ records Incident	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.
Children's Development and learning Records	To ensure the child's needs are being met.	Password Protected on computer. (Lorraine Robinson) Kept in folders locked in filing cabinet.	To be kept for one year after the child leaves the setting.
Emails	Communication with parents and outside agencies	Password Protected on computer. (Lorraine Robinson) Emails to be sent BCC.	Email addresses will be deleted when the child leaves the setting.

Major Accident/ Incident Records	Communication within the Preschool and other outside agencies. To monitor health and safety procedures, implement risk assessments and safeguarding children.	To be locked in the filing cabinet.	To be kept until the child is 25 years old.
Parents Details including NHS numbers	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.
Pre-School Phones	Communication with parents, within the preschool and outside agencies.	PIN Protected.	Contact details to be deleted when the child leaves the setting.
Registers & Children's Information including medical	To monitor attendance and to enroll the child into the setting.	Password Protected Computer (Lorraine Robinson). Individual copies locked in filing cabinet.	To be kept for 3 years after the child leaves the setting.
Safeguarding Documents	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.
SEN Folders	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.
SEN Monitoring Sheet	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 years after the child leaves the setting.
Tapestry	Communication of child's learning & development within the preschool & to the parents.	Password Protected Computer (Lorraine Robinson) and password protected staff kindles and locked in filing cabinet.	File to be deleted when the child leaves the setting.

Waiting List	To enroll the child into 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.
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Last Reviewed: January 26