

### GDPR Parent/ Carer Data Policy

Document	Data	Lawful/	Data	Data	Data	Data
	Recorded	Legal Basis	Sharing	Storage	Retention	Destruction
Registration	*Name	*EYFS 2017	Information to	To be stored	3 years after	Shredded.
Form	*DOB	*DFE	be shared with	on Famly	child has left.	
	*NI Number	*OFSTED	other	(ONLINE)		
	*Address	*LCSB	professionals	please see		
	*Telephone	*LA	including	policy and		
	*Work	*Legitimate	relevant staff	procedure.		
	telephone	interest to	members,			
	*Email	provide high	OFSTED and	To be stored		
	*Signature	quality care	LSCB if	in a personal		
		and	required.	folder in a		
		education.		locked office.		
Famly Online	*Name	*EYFS 2017	Information to	To be stored	To be	Deleted.
Learning	*Email	*Legitimate	be shared with	on Famly	downloaded	
Journal		interest to	Parent/	(ONLINE)	and sent to	Deleted.
		provide high	Carers,	please see	parent/	
		quality care	OFSTED and	policy and	carers 3	
		and	other	procedure.	years after	
		education.	professionals		child has left.	
			if required.	To be stored		
				on USB when		
			2year check to	child leaves		
			be shared with			
			health visitor.			
Health Care	*Name	*EYFS 2017	To be shared	In room of	Until the child	Shredded.
Plan/	*Signature	*Limitation	with other	child in	reaches the	
<b>Medication</b>		Act 1980	professionals	confidential	age of 21.	
Form		*SEN Code	if required.	wallet.		
		Of Practice				
		2014				
SEND	*Name	*SEN Code	*To be shared	To be stored	3 years after	Shredded.
*Support Plan	*Signature	Of Practice	with other	in room file.	child has left.	
*Assess, Plan,		2014	professionals			Deleted.
Do, Review		*EYFS 2017	if required	To be stored		
*EHCP			*To be shared	on a USB -		Shredded.
*My Passport			with other	Password		
*Graduated			setting/	protected.		
Approach			school when			
			leaving.			



*Reports from other			*To be shared with LA - to	To be stored in the child's		
professionals			access	individual		
*Referral			funding/	profile in the		
Forms			support.	office.		
*TAF Reports			*To be shared			
*SEND			with LSCB if	To be sent to		
Register			required.	school/ next		
J			,	setting.		
Transition	*Name	*LA	*To be shared	To be sent to	To be	Deleted.
Documents	*Signature	*EYFS 2017	with other	next setting/	downloaded	
		*SEN Code	professionals	school once	and sent to	Deleted.
		Of Practice	if required.	completed.	parent/	
		2014	*To be shared	'	carers.	
			with other	To be stored		
			setting/	on child's	3 years after	
			school when	Famly journal	child has left.	
			child leaving.	via photos -		
				for further		
				use.		
Pre-Existing	*Name	*EYFS 2017	*To be shared	To be stored	21 years. 3	Shredded.
Injury	*Signature	*LSCB	with other	in the pre	months	
·			professionals/	existing injury		Deleted.
			LSCB if	file in the	Will be	
			required.	locked office.	deleted when	
					the child is	
				To be stored	removed from	
				on Famly	Famly	
				(ONLINE)	·	
				(Chronological		
				overview)		
Accident Form	*Name	*EYFS 2017	*Only to be	To be stored	21 years. 3	Shredded.
	*Signature	*Limitation	shared upon	in the accident	months	
		Act 1980	request.	file in the		Deleted.
				locked office.	Will be	
					deleted when	
				To be stored	the child is	
				on Famly	removed from	
				(ONLINE)	Famly	
				please see		
				policy and		
				procedure.		



Referral Forms	*Name *Signature	*EYFS 2017 *LSCB	*To be shared with professionals as required	To be stored on USB - Password protected once sent.	21 years, 3 months	Deleted.
Records of any reportable death injury, disease or dangerous occurrence	*Name *Signature	*RIDDOR	*To be shared with OFSTED, LA, Police.	To be stored in child's individual profile in locked office.	3 years after the date the record was made.	Shredded.
Government Funding Form	*Name *DOB *Address *NI Number *Signature	*LA *DFE	*Only to be shared with LA.	To be stored in funding file in the office. Then stored in yearly archive boxes.	6 years	Shredded.
Early Years Pupil Premium (EYPP)	*Name *DOB *Address *Ni Number *Signature	*LA *DFE	*Only to be shared with LA.	To be stored in the funding file in the office. Then stored in yearly archive boxes.  A photo will be stored on the child's Famly account.	6 years  Downloaded and sent to parent/ carer when the child leaves the setting. Kept for 3 years on USB.	Shredded. Deleted.
Social Media	*Parent/ Carer's Photograph/ Video (stay + play sessions - agreed)	*Legitimate interest to provide high quality care and education.	*To be shared on the company social media platforms: Facebook/ Instagram.	On the company social media platforms.	Until company removes it or child/ parent/ carer requests it to be removed.	Deleted.
Individual Child Risk assessments	*Name *Signature	*EYFS 2017 *Limitation Act 1980 *LSCB	*To be shared with other professionals if required.	To be stored in the risk assessment file in the office.	Until child leaves.	Shredded.



Positive	*Name	*EYFS 2017	*To be shared	To be stored	Until child	Shredded.
behaviour plan	*Signature	*Limitation	with other	in the room	leaves.	
		Act 1980	professionals	the child is in.		
		*LSCB	if required.			

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023