

GDPR Parent/ Carer Data Policy

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

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

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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 Family 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.

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