

TVPS&FS Data Audit – Retention Periods for Records



Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to child							
Name and date of birth of child	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic /Paper	Computer & Master File	Encryption & Password protection Secured room	Medical professionals for emergency treatment Surrey County Council (SCC)	7 years after child leaves setting
Child’s proof of age (copy of child’s birth certificate)	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic	Computer	Encryption & Password protection	Surrey County Council (SCC)	7 years after child leaves setting
Medical records	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic /Paper	Computer & Master File	Encryption & Password protection Secured room	Medical professionals for emergency treatment	Child turns 21 (24 for Child Protection Records)

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Allergy information	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Medical professionals for emergency treatment	7 years after child leaves setting
Funding	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Surrey County Council (SCC)	7 years after child leaves setting
Details of child’s GP/Health Visitor	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Medical professionals for emergency treatment	7 years after child leaves setting

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Injury/accident forms	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Paper	Accident File	Encryption & Password protection Secured room	Medical professionals for emergency treatment Surrey County Council (SCC)	Until child turns 21
Sessions	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Surrey County Council (SCC)	7 years after child leaves setting
Permissions	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	None	7 years after child leaves setting

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Observation data on Tapestry	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Paper/ Paper	Computer / Print	Encryption & Password protection Secured room	Parents/Carers/ settings (in line with permissions)	Point of departure
Child’s name on work & tags			Paper	Setting	Locked away out of session	Parents/Carers	Point of departure
Photographs of child	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Paper / Electronic	Setting / Computer/ website	Password Secured room Right click protection on the website	Parents/Carers, External Publications (as specified in permissions)	Point of departure
SENDco surrey support plan - photo of children, name, address, date of birth, parent signatures, personalised targets	TBC	TBC	Paper/ Electronic	Computer and master files	Encryption & Password protection Secured room	Surrey Early years teams, Speech and Language Therapy, occupatio nal therapy, various referral teams. Child’s school as part of handover.	7 years after child leaves setting

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Safeguarding	TBC	TBC	Paper/ Electronic	Computer and master files	Locked box in locked cupboard and only the DSL has the key.	Surrey Early years teams, Speech and Language Therapy, occupational therapy, various referral teams	Until child turns 21

Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to parent / carer							
Name, address and contact details of parent/s or person with parental responsibility	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Medical professionals for emergency treatment Surrey County Council (SCC)	7 years after child leaves setting

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Name and contact details of emergency contacts	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Medical professionals for emergency treatment Surrey County Council (SCC)	7 years after child leaves setting
Payment records	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic	Computer	Encryption & Password protection	HMRC Surrey County Council (SCC)	6 years
Parent’s NI number	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Electronic and paper copy on the funding forms	Computer and master file	Encryption & Password protection	Medical professionals for emergency treatment Surrey County Council (SCC)	7 years after child leaves setting

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Signed T and Cs	Requirement – Pre-school learning Alliance ----- Recommendation -Child aged 21 (24 for Child Protection Records)	Statutory framework for the early years foundation stage – Children’s Act 2006 ----- Limitation Act 1980	Paper copy	Children’s folders	Encryption & Password protection	Surrey County Council (SCC)	7 years after child leaves the setting

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to staff							
Contract of employment	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 – 7 yrs from end of employment
Medical information	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 – 7 yrs from end of employment
Central DBS record	DBS Code of Practice Recommendation - The following basic information should be retained after the certificate is destroyed: the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision taken		Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 yrs from end of employment

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Training records	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Qualification certificates	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Appraisals	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Application form	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Interview record	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Attendance	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer	Encryption & Password protection		6 - 7 years from end of employment

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
References	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Leave record	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Policy confirmation	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Suitability to work	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Induction checklist	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment
Grievances, written warnings	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 - 7 years from end of employment

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
ID Tags	Recommendation Pre-school learning alliance	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 – 7 years from end of employment

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Pay							
Wage/salary records (including overtime, bonuses and expenses)	Requirement	Taxes Management Act 1970	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Payroll company Independent (Robert Moss) examiner (Edward Hockley Wright)	5 years
Statutory Maternity Pay (SMP) records	Requirement	The Statutory Maternity Pay (General) Regulations 1986	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Payroll company (Robert Moss)	3 years after the end of the tax year to which they relate
Statutory Sick Pay (SSP) records	Requirement	The Statutory Sick Pay (General) Regulations 1982	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Payroll company (Robert Moss)	6 years after the end of the tax year to which they relate
Income tax and National Insurance returns/records	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Payroll company (Robert Moss)	7 years after the end of the tax year to which they relate

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Recommendation	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	Payroll company (Robert Moss)	6 years after employment ends

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to volunteers and committee members							
Volunteer/ committee record			Electronic / Paper	Computer & master file	Encryption & Password protection Secured room		6 years from end of period of volunteering
Name, DOB email and address			Electronic/Paper	Computer & master file	Encryption & Password protection Secured room	Charity commission – all committee members HSBC - signatories on the bank account	6 yrs for information held withing the setting Charity commission – info removed when member resigns HSBC – deleted once member is no longer a signatory

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Terms and conditions			Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 years from end of period of volunteering
Medical form			Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 years from end of period of volunteering
Central DBS record	DBS Code of Practice Recommendation - The following basic information should be retained after the certificate is destroyed: the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision taken		Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 months – for the certificate and 6 yrs for DBS information recorded on a log

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Training records and qualification certificates			Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		2 years from end of period of volunteering
Appraisals	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering
Application form	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering
Interview record	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering
Attendance	Recommendation as required	NCBO	Paper	Sign-in Book	Encryption & Password protection		1 year from end of period of volunteering
References	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering

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Information	Status	Authority	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Policy confirmation	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering
Suitability to work	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering
Induction checklist	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering
Grievances, written warnings	Recommendation as required	NCBO	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		1 year from end of period of volunteering

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Administration Records							
Employers' liability insurance records	Recommendation	Health and Safety Executive	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		For as long as possible
Committee minutes/Staff minutes	Requirement	Companies Act 2006	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		10 years from the date of the meeting for companies
	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		6 years from the date of the meeting for Charitable Incorporated Organisations
	Recommendation	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room		Permanently

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Health And Safety							
Staff accident records (for organisations with 10 or more employees)	Requirement	Social Security (Claims and Payments) Regulations 1979	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	HSE	3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)
Records of any reportable death, injury, disease or dangerous occurrence	Requirement	Aspen - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	HSE	3 years after the date the record was made for an adult. Up to age 21 for a child.

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Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	Requirement	The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	HSE	40 years from the date of the last entry
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Recommendation	Chartered Institute of Personnel and Development	Electronic / Paper	Computer & Master File	Encryption & Password protection Secured room	HSE	Permanently
CCTV – Owned by the hall		HM Prison and probation service	Electronic	?	?	?	Delete every 30 days

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Audit completed by:

Notes

* Note that personal data may be shared with the relevant bodies as required by law, for example in order to report safeguarding concerns, in response to a request by law enforcement agencies or HMRC, and for Ofsted inspections. These could apply to all types of data so are not itemised separately in the 'shared externally with' column.

** GDPR requires us to keep data no longer than necessary. However, many items of data used by an early years setting are legally required to be kept for significant periods after a child has left your care, or a member of staff has left employment. It is good practice to keep some types of data for longer than the legal minimum in order to protect against future legal cases and for Ofsted Inspection. It is therefore 'necessary' to keep some items of data even after the relationship with the individual has ended in order to meet these pre-existing legal and business requirements.

Key to who holds data at TVPS&FS

	Pre-school		Administrator		Both
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