Little Disciples Childcare

Personal Data Audit & Matrix

"Caring for children, supporting parents, and sparking imaginations. Where quality, affordability and excitement meet!"

Document Title:	Personal Data Audit & Matrix
Owner:	Little Disciples Childcare
Approval Date:	September 2026
Next Review Date:	September 2027
Distribution List:	Committee, Management Team, Staff & Parents
Responsible Individual Signature: *Mr. Gocher*	
Responsible Individual Signature: *Mrs Stephens*	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	September 2024	Policy Review	S. Gocher	A. Stephens	Annually – September 2025
2.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – September 2025
2.2	September 2025	Updated observations and assessment to include Evidence Me	S. Gocher	A. Stephens	Annually – September 2025
2.2	September 2026	Policy review, no changes to be made	S. Gocher	A. Stephens	Annually – September 2027

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to child					
Medical form	Paper & Online	Child records	Locked filing cabinet	Medical professionals for emergency treatment	3 years after child leaves setting
Registration form	Paper & Online	Child records	Locked filing cabinet Password protected; stored using secure data service		3 years after child leaves setting
Booking details	Electronic	Online booking system	Password protected; stored using secure data service		End of the current school year
All About Me booklet	Paper	Child records	Locked filing cabinet		When child leaves setting
Health management plan	Paper	Child records	Locked filing cabinet		3 years after child leaves setting
Allergy management plan	Paper	Child records	Locked filing cabinet		3 years after child leaves setting
Permission forms: outings, sunscreen, photographs	Paper & Online	Child records	Locked filing cabinet		3 years after child leaves setting
Incident/accident form	Paper & Online	Accident/Incident Folder & CPOMS	Locked filing cabinet Password protected; stored using secure data service		3 years after child leaves setting
Observation and assessment sheets	Paper & Online	Child records & EvidenceMe	Locked filing cabinet	Class Teachers or other professionals	3 years after child leaves setting
Record of medication given	Paper	Medication folder	Locked filing cabinet	Medical professionals for emergency treatment	3 years after child leaves setting
Daily register	Paper & Online	Register folder & iPal Management System	Locked filing cabinet		3 years after last child leaves setting
Photographs of child	Paper & Online	Computer/Laptop/iPad	Password protected; stored using secure data service		3 years after last child leaves setting
Personal data relating to parent / carer					
Registration form	Paper & Online	Child records	In locked filing cabinet		3 years after child leaves setting
Complaints	Paper or email	Complaints book	Complaint's book is stored in locked filing cabinet; email is password protected		3 years after date of complaint
General correspondence	Email, text	Child records; setting	Email is password protected;		When child leaves the setting

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
	message or paper	email account; setting phone	setting phone is passcode locked		
Payment records	Electronic	Excel spreadsheet	Computer is password protected	Accountant	6 years
Emergency contact details	Paper and contacts list on setting mobile phone	Child records; setting mobile phone	In locked filing cabinet; setting phone is passcode-locked		
Personal data relating to staff					
Terms and conditions of employment	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Medical form	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Central DBS record	Paper	DBS folder	Locked filing cabinet		6 years
Payroll records	Electronic	Online payroll system	Access is password protected	Payroll service	6 years
Training records	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Qualification certificates	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Appraisals	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Application form	Paper	Staff records	Locked filing cabinet		6 years from end of employment; unsuccessful candidates who were interviewed: 3 months; other unsuccessful candidates: disposed of immediately
Interview record	Paper	Staff records	Locked filing cabinet		6 years from end of employment; unsuccessful candidates: 3 months
Timesheet	Electronic	Excel spreadsheet	The computer is password protected		6 years from end of employment
References	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Holiday record	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Policy confirmation slip	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Suitability to work	Paper	Staff records	Locked filing cabinet		6 years from end of employment

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
confirmation slip					
Induction checklist	Paper	Staff records	Locked filing cabinet		6 years from end of employment
Grievances, written warnings	Paper	Staff records	Locked filing cabinet		6 years from end of employment