## Twilight Hours Out of School Club

**Personal Data Audit**

| **Information** | **Format** | **Where** | **How is it kept secure** | **Shared externally with?\*** | **Retained until \*\*** |
| --- | --- | --- | --- | --- | --- |
| **Personal data relating to child** | | | | | |
| Medical form | Paper | Child records | Locked filing cabinet | Medical professionals for emergency treatment | 3 years after child leaves the school |
| Registration form | Paper | Child records | Locked filing cabinet |  | 3 years after child leaves the school |
| Booking Form | Paper | Child records | Locked filing cabinet |  | 3 years after child leaves the school |
| Health management plan | Paper | Child records | Locked filing cabinet |  | 3 years after child leaves the school |
| Allergy management plan | Paper | Child records | Locked filing cabinet |  | 3 years after child leaves the school |
| Emergency Contact Sheets | Paper | With daily register | Locked filing cabinet  (Grab Bag during sessions) |  | When child leaves setting |
| Incident/accident form | Paper | Child records | Locked filing cabinet |  | When child turns 18 |
| EYFS Observation and Assessment sheets | Paper | EYFS folder | Locked filing cabinet | School teaching staff | Archived when child moves to Year 1 into Child Records until 3 years after child leaves the school |
| Observation and assessment sheets | Paper | Child records | Locked filing cabinet | School Staff | 3 years after child leaves the school |
| Record of medication given | Paper | Child records | Locked filing cabinet | Medical professionals for emergency treatment | 3 years after child leaves the school |
| Daily register | Paper  Electronic | Register folder  Cloud | Locked filing cabinet  (Grab Bag during sessions)  Passworded |  | 12 years after date  12 months from the September |
| Contracts | Paper | Child Records | Locked filing cabinet |  | 3 years after child leaves the school |
| **Personal data relating to parent / carer** | | | | | |
| File Action Sheets | Paper | Managers home | Locked Filing Cabinet |  | 3 years after child leaves setting |
| Complaints | Paper or email | Complaints book | Complaints book is stored in locked filing cabinet; email is password protected |  | 3 years after date of complaint |
| Emergency Contact Sheets  Parent/Carer information | Paper | With daily register | Locked filing cabinet  (Grab Bag during sessions) |  | When child leaves setting |
| Invoicing System | Electronic | Intuit Quick Books | Password Protected | Katie Hirst Book Keeping | End of financial year following account being cleared/closed. |
| General correspondence | Email, text message or paper | Child records; club email account; club phone | Email is password protected; club phone is passcode locked |  | When child leaves the setting |
| **Personal data relating to staff** | | | | | |
| Terms and conditions of employment | Paper  Electronically | Staff records  Cloud | Locked filing cabinet  Password Protected | Peninsula | 6 years from end of employment |
| Medical form | Paper | Staff records | Locked filing cabinet |  | 6 years from end of employment |
| Central DBS record (number and date only) | Electronic | Cloud | Password Protected | Schools | 6 years |
| Payroll records | Paper | Accounts | Locked filing Cabinet | Rees Accountants  Katie Hirst  Book-keeping | Indefinitely |
| Training records | Paper | Spreadsheet in Cloud | Password Protected |  | End of employment |
| Qualification certificates | Paper |  | Shredded |  | Until added to Spreadsheet |
| Food Hygiene Certificates | Paper | Food Safety Folder |  | Environmental Health | Expired |
| 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 3 months |
| Interview record | Paper | Staff records | Locked filing cabinet |  | 6 years from end of employment; unsuccessful candidates: 3 months |
| References | Paper | Staff records | Locked filing cabinet |  | 6 years from end of employment |
| Policy confirmation slips | Paper | Staff records | Locked filing cabinet |  | 6 years from end of employment |
| Suitability to work confirmation slips | Paper | Staff records | Locked filing cabinet |  | 6 years from end of employment |
| Induction checklist | Paper | Staff records | Locked filing cabinet |  | 6 years from end of employment |
| Grievances, written warnings | Paper | Staff records | Locked filing cabinet | Peninsula | 6 years from end of employment |
| Any other correspondence | Email | Email system | Password Protected | Schools/Rees/Other staff (with permission) | 6 years from end of employment |
| Bank Details | Paper |  | Shredded |  | Until added to our Bank system |
| Bank Details | Electronic | Santander | Password Protected |  | Until final wage payment made |
| Emergency Contact/Medical Details | Paper | With Daily Register | Locked filing cabinet  (grab bag during session) |  | End of employment |
| **Personal data relating to volunteers** | | | | | |
| Volunteer Medical and Contact information | Paper | Staff records | Locked filing cabinet |  | 3 years from end of period of volunteering |
| Emergency Contact/Medical Details | Paper | With Daily Register | Locked filing cabinet  (grab bag during session) |  | End of period of volunteering |
| Volunteer agreement | Paper | Staff records | Locked filing cabinet |  | 3 years from end of period of volunteering |
| Central DBS record (number and date only) | Electronic | Cloud | Password Protected | Schools | 6 years |
| Any other documents or correspondence | Paper  Email | Staff records  Email System | Locked filing cabinet  Password Protected |  | 3 years from end of period of volunteering |

Audit completed by: Debbie Steeples and Katherine Shimwell on 17th May 2018