



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 setting
Registration form*	Paper	Child records	Locked filing cabinet		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
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	Child records	Locked filing cabinet		3 years after child leaves setting
Quick reference matrix*	Paper	With daily register	Locked filing cabinet		End of current school year
Incident/accident form*	Paper	Child records	Locked filing cabinet		3 years after child leaves setting
Incident/accident Form - From Sep 24	Paper	Incident/Accident /Medication Book	Locked filing cabinet		3 years after incident
Record of medication given	Paper	Incident/Accident /Medication Book	Locked filing cabinet	Medical professionals for emergency treatment	3 years after last administered
Daily register	Paper	Register folder	Locked filing cabinet		3 years after register date

Photographs of child	Digital	Mobile Phone	Password protected phone		Transferred to laptop within 2 weeks and immediately deleted from phone
Photographs of child	Digital	Laptop	Password protected laptop		3 years after last attendance. NB Photos shared(with permission) to instagram or the Clubhouse website will remain there permanently unless parents or children request for them to be removed.
Personal data relating to parent / carer					
Registration form*	Paper	Child records	In 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
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
Payment records	Electronic	Excel spreadsheet	Computer is password protected	Accountant	6 years
Emergency contact details	Paper and digital	Child records; club mobile phone, laptop (google sheets)	In locked filing cabinet if paper; club phone and laptop is passcode-locked		3 years after date of attendance
Personal data relating to staff					
Terms and conditions of employment	Paper	Staff records	Locked filing cabinet	External HR service	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
References	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 confirmation slip	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	External HR service	6 years from end of employment
Personal data relating to volunteers					
Volunteer record	Paper	Staff records	Locked filing cabinet		3 years from end of period of volunteering
Volunteer agreement	Paper	Staff records	Locked filing cabinet		3 years from end of period of volunteering
Central DBS record	Paper	DBS folder	Locked filing cabinet		6 years
Any other documents or correspondence					3 years from end of period of volunteering

Audit completed by: Kelly McLoughlin

Date: 18/8/24