

Schedule Part A

Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
Expression of Interest form	Legal parent Legal guardian	Child first name	To identify the child who needs to be on the registration list	contractual	Expression of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Expression of Interest form	Legal parent Legal guardian	Child surname	To identify the child who needs to be on the registration list	contractual	Expression of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Expression of Interest form	Legal parent Legal guardian	Child date of birth	To identify the age of said child to determine ofsted ratios and possible start date	contractual	Expression of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA



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Expression of Interest form	Legal parent Legal guardian	Parent 1 first name	To identify the parent in discussions re child	contractual	Expressio n of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Expression of Interest form	Legal parent Legal guardian	Parent 1 surname	To identify the parent in discussions re child	contractual	Expressio n of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Expression of Interest form	Legal parent Legal guardian	Parent 1 full address	To enable us to distribute the necessary documents to enrol the child with the preschool	contractual	Expressio n of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Expression of Interest form	Legal parent Legal guardian	Parent 1 email	To enable us to contact the parent once we are able to offer the child a place at preschool	contractual (or)	Expressio n of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA



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Expression of Interest form	Legal parent Legal guardian	Parent 1 telephone number	To enable us to contact the parent once we are able to offer the child a place at preschool	contractual (or)	Expressio n of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Expression of Interest form	Legal parent Legal guardian	Parent 1 signature	To confirm that the parent / guardian has provided us with permission to hold the provided PII information and agrees with our privacy policy	contractual	Expressio n of interest form	Paper form transferred to a waiting list spreadsheet	Spreadsheet is held on a password protected cloud storage location Hard copy of the form is kept in a locked cabinet	Manager Administrat or Trustee's Ofsted	No one	NA	NA	NA
Registratio n form	Legal parent Legal guardian	Child first name	To identify the child who needs to be enrolled at preschool	contractual	Registrati on form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Local safeguarding authorities if and when necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Child preferred name	To enable the child to be referred to with a more familiar name if necessary	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Child date of birth	To identify the age of said child to determine ofsted ratios and start date / end dates	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Child full address	To identify the child who needs to be enrolled at preschool	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Family religion	To ensure family religion needs are taken into account whilst child is enrolled at preschool	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Family religious festivals	To ensure family religious festivals are celebrated if the family wish them to be	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 first name	To identify the parent in discussions re child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 surname	To identify the parent in discussions re child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 mobile number	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 work number	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Parent 1 home number	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 occupation	To have an understanding of home life for the child	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 full address (if different to child)	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 email	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 NI number	To be able to set up the funding agreements for parents seeking a government funded place	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Parent 1 date of birth	To be able to set up the funding agreements for parents seeking a government funded place	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 first name	To identify the parent in discussions re child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 surname	To identify the parent in discussions re child	contractual								
Registration form	Legal parent Legal guardian	Parent 2 mobile number	To identify the parent in discussions re child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 work number	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Parent 2 home number	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 occupation	To have an understanding of home life for the child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 home address (if different to parent 1)	To have an understanding of home life for the child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 email address	To be able to contact the parent to discuss their child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 NI number	To be able to set up the funding agreements for parents seeking a government funded place	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Parent 2 date of birth	To be able to set up the funding agreements for parents seeking a government funded place	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Emergency contact 1 name	To ensure we can contact a person connected with the child should we be unable to contact Parent 1 or Parent 2	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Emergency contact 1 daytime number	To ensure we can contact a person connected with the child should we be unable to contact Parent 1 or Parent 2	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Emergency contact 1 relationship	To ensure we understand the relationship the child has with the emergency contact and can predict the behaviour of the child when / if collected	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Emergency contact 2 name	To ensure we can contact a person connected with the child should we be unable to contact Parent 1 or Parent 2	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Emergency contact 2 daytime number	To ensure we can contact a person connected with the child should we be	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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			unable to contact Parent 1 or Parent 2									
Registration form	Legal parent Legal guardian	Emergency contact 2 relationship	To ensure we understand the relationship the child has with the emergency contact and can predict the behaviour of the child when / if collected	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Emergency contact password for collection	If we are unable to identify the emergency contact then we require a password to be stated by the individual on collection	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
Registration form	Legal parent Legal guardian	Emergency contact 1 photograph	To support the identification of the emergency contact should they need to collect the child	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Emergency contact 2 photograph	To support the identification of the emergency contact should they need to collect the child	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 photograph	To support the identification of the Parent should they need to collect the child	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 2 photograph	To support the identification of the Parent should they	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
			need to collect the child									
Registration form	Legal parent Legal guardian	Childminder photograph	To support the identification of the childminder should they need to collect the child	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Doctor name	To allow us to liaise with your doctor should there be a medical issue	Not contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Doctor telephone number	To allow us to liaise with your doctor should there be a medical issue	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Doctor work address	To allow us to liaise with your doctor should there be a medical issue	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
Registration form	Legal parent Legal guardian	Name of any professional involved with the child	To ensure we have a thorough view of all the professionals / authorities involved with your child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Health visitor name	To ensure we have a thorough view of all the professionals / authorities involved with your child	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country
Registration form	Legal parent Legal guardian	Health visitor office number	To ensure we can contact your health visitor should there be any developmental or safeguarding concerns	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	EU, non 3rd country



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Registration form	Legal parent Legal guardian	Child first name	To support Ofsted required development observations of the child	contractual	Shoe drawers	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing Parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To support the child's independence and enable them to locate their own peg	contractual	Peg identification	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To identify which child produced the artwork	Not contractual	Displayboards	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child date of birth	To allow the child's birthday to be celebrated within the preschool	Not contractual	Birthday board	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To allow the child's birthday to be celebrated within the	Not contractual	Birthday board	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified	No one	NA	NA	NA



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Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
			preschool					visitors				
Registration form	Legal parent Legal guardian	Child first name	To support the child's independence and enable them to locate their own lunch place	contractual	Lunch place mat	Preschool Room	Preschool is locked at all times	All members of staff	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To celebrate successes, events	Not contractual	Newsletter	Closed facebook group Preschool reception Cloud storage location	Facebook group is for current parents only Preschool is locked at all times Password protected cloud storage	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To support child independence and enable self-registration	Contractual	Room attendance tree	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To enable artwork to be owned and the child to be publically	Not contractual	Artwork naming	Preschool Room	Preschool is locked, only expected visitors are permitted access to the preschool	All members of staff Trustees Existing parents Verified	No one	NA	NA	NA



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			proud of their achievement					visitors				
Registration form	Legal parent Legal guardian	Child first name	To enable staff to be aware of important facts (medical, collection person) regarding a child in attendance each day	Contractual	Important notices on whiteboard	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	Ofsted requirement to identify development growth opportunities	contractual	Next steps board	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To enable staff to have quick reference information on each child	Contractual	Child key information	Child's records	locked cabinet in a locked office	All members of staff	No one	NA	NA	NA



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Registration form	Legal parent Legal guardian	Child first name	To support child independence	Contractual	Child drawer identification	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	Ofsted requirement to register children on attendance	contractual	Room attendance register	Preschool Room	Preschool is locked at all times	All members of staff Trustees Ofsted	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	Ofsted requirement to justify funding allocations	contractual	Funding allocation sheet	Filing cabinet	Locked filing cabinet in a locked office	Manager Administrator Trustee's Ofsted	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	Ofsted requirement to justify funding allocations	contractual	Funding allocation sheet	Filing cabinet	Locked filing cabinet in a locked office	Manager Administrator Trustee's Ofsted	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To support compliant	contractual	Complaint recording form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustee's Ofsted	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Parent 1 first name	To support compliant	contractual	Complaint recording form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustee's Ofsted	No one	NA	NA	NA



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Registration form	Legal parent Legal guardian	Child first name	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	Within EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 date of birth	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	Within EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 full name	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	Within EU, non 3rd country
Registration form	Legal parent Legal guardian	Parent 1 full address	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	Within EU, non 3rd country
Registration form	Legal parent Legal guardian	Child full address	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	Within EU, non 3rd country
Registration form	Legal parent Legal guardian	Child date of birth	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed	To ensure safeguarding of the child	Yes	Within EU, non 3rd country



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Nursery & Preschool

Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
									necessary			
Cause for concern form	Legal parent Legal guardian	Parent 1 signature	To support safeguarding concern	contractual	Cause for concern form	Child's records	Locked filing cabinet in a locked office	All members of staff	Relevant safeguarding authorities if deemed necessary	To ensure safeguarding of the child	Yes	Within EU, non 3rd country
Registration form	Legal parent Legal guardian	Child first name	Ofsted requirement; to record accidents involving a child	contractual	Accident form	Filing cabinet	Locked filing cabinet in a locked office	All members of staff	No one	NA	NA	NA
Accident form	Legal parent Legal guardian	Parent 1 signature	Ofsted requirement; to confirm parent has been made aware	contractual	Accident form	Filing cabinet	Locked filing cabinet in a locked office	All members of staff	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	Ofsted requirement; to record for whom nappies have been changed and by whom	contractual	Nappy change record	Preschool Toilets	Preschool is locked at all times	All members of staff Trustees Ofsted	No one	NA	NA	NA



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Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
Registration form	Legal parent Legal guardian	Child first name	To ensure permission has been provided for a particular activity / action	contractual	Permission slips	Child's records	Locked filing cabinet in a locked office	All members of staff Trustee's Ofsted	No one	NA	NA	NA
Accident form	Legal parent Legal guardian	Parent 1 signature	To ensure permission has been provided for a particular activity / action	contractual	Permission slips	Child's records	Locked filing cabinet in a locked office	All members of staff Trustee's Ofsted	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Parent 1 passport (copy of) (incl. Passport number)	Funding application requirement; To validate parent identify	contractual	Funding application form	Child's records	Locked filing cabinet in a locked office	Government funding team All members of staff	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Birth certificate (copy of)	Funding application requirement; To validate child's identify	contractual	Funding application form	Child's records	Locked filing cabinet in a locked office	Government funding team All members of staff	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Child first name	To ensure Key Persons know who their Key children are; key children assignment	contractual	Key person list	Preschool Office	Office is locked	All members of staff Trustees Verified visitors	No one	NA	NA	NA



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Nursery & Preschool

Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
Registration form	Legal parent Legal guardian	Parent 2 passport (copy of) (incl. Passport number)	Funding application requirement; To validate parents identify	contractual	Funding application form	Child's records	Locked filing cabinet in a locked office	Government funding team All members of staff	No one	NA	NA	NA
Registration form	Legal parent Legal guardian	Parent 1 signature	To confirm that the parent / guardian has provided us with permission to hold the provided PII information and agrees with our privacy policy	contractual	Registration form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees	No one	NA	NA	NA
Child observations	Staff member	Child photograph	To support Ofsted required development observations of the child	Not contractual	Shoe drawers	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing Parents Verified visitors	No one	NA	NA	NA
Child observations	Staff member	Child photograph	To support the child's independence and enable them to locate their own	Not contractual	Peg identification	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA



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Nursery & Preschool

Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
			peg without them having to be able to read									
Child records	Staff member	Child photograph	To support Ofsted required development observations of the child	Not contractual	Displayboards	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Child observations	Staff member	Child photograph	To support the child's independence and enable them to locate their own lunch place	Not contractual	Lunch place mat	Preschool Room	Preschool is locked at all times	All members of staff	No one	NA	NA	NA
Child observations	Staff member	Child photograph	To celebrate successes, events,	Not contractual	Newsletter	Closed facebook group Preschool reception Cloud storage location	Facebook group is for current parents only Preschool is locked at all times Password protected cloud storage	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA



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Nursery & Preschool

Capture location	Who provides this info?	What data is being collected?	Why do we collect it?	Contractual ?	Where is it used?	Where is it kept?	How will it be kept secure?	Who has access to it?	Who do you share it with?	Why do you share it with them?	Do you have the contact details of those you share the data with?	If you share it, what country do they store it in?
Child observations	Staff member	Child photograph	To support child independence and enable self-registration	Not contractual	Room attendance tree	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Child records	Staff member	Child photograph	To support child independence	Not contractual	Child drawer identification	Preschool Room	Preschool is locked at all times	All members of staff Trustees Existing parents Verified visitors	No one	NA	NA	NA
Child observations	Staff member	Child photograph	Ofsted requirement to observe and document development progress per child	Contractual	Observation form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	No one	NA	NA	NA
Child observations	Staff member	Child first name	Ofsted requirement to observe and document development progress per child	Contractual	Observation form	Child's records	Locked filing cabinet in a locked office	All members of staff Trustees Ofsted	No one	NA	NA	NA