**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 Administrator 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 Administrator 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 Administrator Trustee's Ofsted | No one | NA | NA | NA |
| Expression of Interest form | Legal parent Legal guardian | Parent 1 first name | To identify the parent in discussions re child | 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 Administrator 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 | 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 Administrator 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 | 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 Administrator 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) | 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 Administrator Trustee's Ofsted | No one | NA | NA | NA |
| 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) | 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 Administrator 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 | 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 Administrator Trustee's Ofsted | No one | NA | NA | NA |
| Registration form | Legal parent Legal guardian | Child first name | 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 | Local safeguarding authorities if and when necessary | To ensure safeguarding of the child | Yes | EU, non 3rd country |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 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 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 |
| 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 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 | 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 |
| 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 |
| 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 childs 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 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 support the childs 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 proud of their achievement | 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 visitors | No one | NA | NA | NA |
| 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 |
| 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 |
| 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 necessary | To ensure safeguarding of the child | Yes | Within EU, non 3rd country |
| 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 |
| 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) (incls. 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 childs 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 |
| Registration form | Legal parent Legal guardian | Parent 2 passport (copy of) (incls. 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 childs independence and enable them to locate their own peg without them having to be able to read | 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 |
| 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 childs 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 |
| 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 |