

Holiplay Ltd

Personal Data Matrix (PDM)

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 / Electronic	Child records	Locked filing cabinet / Secure Hard Drive		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 / Electronic	Child records	Locked filing cabinet / Secure Hard Drive		3 years after child leaves setting
Quick reference matrix	Paper	With daily register	Locked filing cabinet		End of current school year
Document checklist	Paper	Child records	Locked filing cabinet		When child leaves setting
Incident/accident form	Paper	Child records	Locked filing cabinet		3 years after child leaves setting
Record of medication given	Paper	Child records	Locked filing cabinet	Medical professionals for emergency treatment	3 years after child leaves setting
Daily register	Paper	Register folder	Locked filing cabinet		3 years after last child leaves setting
Photographs of child	Electronic	Mobile Device	Password Protected Mobile Device		
[Add more items as necessary]					

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
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 contacts list on club mobile phone	Child records; club mobile phone	In locked filing cabinet; club phone is passcode-locked		
[Add more items as necessary]					

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
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 / Electronic	Staff records	Locked filing cabinet / Secure Hard Drive		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 / Electronic	Staff records	Locked filing cabinet / Secure Hard Drive		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	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 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
Any other correspondence	Paper / Electronic	Child records	Locked filing cabinet / Secure Hard Drive		

Information	Format	Where	How is it kept secure	Shared externally with?*	Retained until **
Personal data relating to volunteers					
Volunteer record	Paper / Electronic	Child records	Locked filing cabinet / Secure Hard Drive		3 years from end of period of volunteering
Volunteer agreement	Paper / Electronic	Child records	Locked filing cabinet / Secure Hard Drive		3 years from end of period of volunteering
Central DBS record	Paper / Electronic	Child records	Locked filing cabinet / Secure Hard Drive		6 years
Any other documents or correspondence					3 years from end of period of volunteering

Audit completed by: Daniel Amos-Phillips (Director)

Date: 18/05/18

Notes:

* Note that personal data may be shared with the relevant bodies as required by law, for example in order to report safeguarding concerns, in response to a request by law enforcement agencies or HMRC, and for Ofsted inspections. These could apply to all types of data so are not itemised separately in the 'shared externally with' column.

** GDPR requires out of school clubs to keep data no longer than necessary. However, many items of data used by an out of school club are legally required to be kept for significant periods after a child has left your care, or a member of staff has left your employment. And it is good practice to keep some types of data for longer than the legal minimum in order to protect yourself against future legal cases. It is therefore 'necessary' to keep some items of data even after your relationship with the individual has ended in order to meet these pre-existing legal and business requirements. See our article on **Retaining records** for more information about how long you should keep different types of records.