**Record Keeping – Staff**

**1. Policy statement**

Alphabets has record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the following policies:

* Confidentiality & Clients Access to Records Policy
* Information Sharing Policy
* Working in partnerships with other agencies

**2. Procedures**

*2.1. Personnel records*

* These records include:
	+ Position application
	+ Personnel files and training records (including disciplinary records and working time records)
	+ Staff appraisals and supervision
	+ DBS check
	+ Wage/salary records (including overtime, bonuses and expenses)
	+ Statutory maternity Pay records
	+ Statutory sick pay records
	+ Income tax and national insurance records
	+ Staff accident records

2.2. Storage and access to records:

* Staff records, as outlined above, are kept both electronically and on paper, depending on what is most appropriate and necessary. In all cases, the records are kept securely in a lockable file or cabinet or on a password-protected document and are only accessible by the Preschool management, or on request, the staff member (available within 14 working days).
* Any paper records that are held by the preschool are locked away securely unless required.
* Any electronic copies of developmental and personal data are password protected.
* All staff records are strictly confidential (see confidentiality policy)
* We retain staff records for the period recommended by the preschool learning alliance (see table below).
* Records of each staff member are available on the premise (within 14 days of request) for inspection by:
	+ The staff member
	+ Staff or committee members for whom the information is relevant
	+ An authorised person (e.g., an Ofsted inspector or Health and Safety Executives)

The table below gives a comprehensive\* list of the records that we take, who we may share this information with and how long we are required to retain it for. \*Please note that whilst we have endeavoured to make this a comprehensive list, there may be some additional records that are not noted here. Staff will always be made aware of any information that will be recorded before it is taken.

**Legal framework**

* Data Protection Act (2018)
* Human Rights Act (1998)

**Further guidance**

* Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)
* General Data Protection Regulations (2018)
* This policy was adopted at a meeting of Alphabets Pre-school management committee
* Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* (Chair of committee)

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| **Document** | **Type of personal information held** | **Why needed/what used for?** | **Who do we share it with and why?\*** | **How long do we need to store it?** |
| Personnel files  | Name, address and telephone number, N.I number, date of birth, position, qualifications, experience, attendance records, job description, copy of contract of employment | Recruitment, employment | Hampshire County CouncilOfsted | 6 years after employment ceases |
| *Training records* | Name, position, qualifications, training undertaken | Health and safety; safeguarding | Hampshire County CouncilOfstedFareshare | 6 years after employment ceases |
| DBS check | Name, address, date of birth, National Insurance number | Health and safety; safeguarding | OfstedGB group plc (disclosure company) | 6 months or until the date of the ofsted inspection |
| Wage/salary records (including overtime, bonuses and expenses) | Name, address, D.O.B,NI number, Bank account number & sort code | Finance | Accountancy firmNEST pension provider | 6 years  |
| Statutory maternity Pay records | As above | Finance | Accountant | 3 years after the end of the tax year to which they relate |
| Statutory sick pay records | As above | Finance | Accountant | 3 years after the end of the tax year to which they relate |
| Income tax and national insurance records | Name, address, D.O.B, NI number | finance | AccountantHMRC | 3 years after the end of the tax year to which they relate |
| Staff accident records | NameDetails of injury | Health and safety | The reporting of Injuries, Diseases and Dangerous Occurences Regulations 1995 (RIDDOR)Ofsted | For up to 6 years after the date that the record was made. |
| Unsuccessful job application forms | Name, address, date of birth, contact details, qualifications, NI number, email address | Assessing suitability for job |  | 4 months |
| Unsuccessful job interview records | Name, address, date of birth, contact details, qualifications, NI number, email address | Assessing suitability for job |  | 4 months |
| Committee, students and volunteers, agency workers | Name, contact details, DBS information, email address, training qualifications, Date of birth | Employment, recruitment | Ofsted | 2 years |

\* Please note that all information may be shared with those specified in section 2.2. Please also note that whilst we have endeavoured to make this a comprehensive list, there may be some additional records that are taken. Staff will always be made ware of any information that will be recorded before it is taken.