**Information Asset Register - Example Template for Early Years Providers**

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| **What assets do you use?** | **Personal Information? (Age/DOB/Names/Gender/Address/ Ethnic origin etc)** | **Where are they stored?** | **Why do you have this/or access to this asset?** | **Share it internally or externally?**  **If so how?** | **Any special categories?**  **(Data concerning health/sexual orientation/)** | **Why do you have this/or access to this asset?** | **If externally do you have a privacy notice/Or data sharing agreement?** | **How long do you need to keep this info for?** |
| **Example 1**  A spreadsheet with children’s details who are using our setting. | Name/DOB/ Address/ Ethnic Origin/ parent’s &carers contact details and names | Work computer – shared by team in the staff room. Data is password protected. | Information about children currently accessing our service. Held for security, health and safety, payments and registers. | Saved on our computer – the spreadsheet is not shared with anyone externally. The document is password protected and only key staff members know the password. The password is changed termly.  Details from the spreadsheet are shared with 2 local councils via a secure Early Years Portal. | Data concerning medical or health needs, whether the child is known to social care and name of social worker. Information is recorded about the child’s first language. As well as attendance records. | Information about children currently accessing our service. Held for security, health and safety, payments and registers. | Privacy notice is now on our website and parents have been made aware.  Data sharing agreement is included in the provider agreements issued by both local authorities. | For the time the child is in the setting plus xxx years after they have left. Information about the child is also uploaded to the early year’s portal held by the councils. |
| **Example 2**  Case notes for children in our care | Name/DOB/ Address | Lockable Filing cabinet only accessed by early years staff in the setting. | To ensure that we can safeguard children and improve their development | The filing cabinet has a key which is available in the staff room. All members of staff can access the filing cabinet.  Notes can be shared externally with a specialist service such as social care or Area SENCO for example. This is shared by email which is encrypted. Hard copy notes are taken to meetings and destroyed after the meeting. | Safeguarding concerns, developmental progress, incident reports, medical or health needs, SEND status. | Child protection, health and safety, meeting the needs of the child, assessing progress. | Privacy notice is now on our website and parents have been made aware.  Data sharing agreement with councils is included in the provider agreements issued by local authorities.  Data sharing agreement with health colleagues not in place yet. | If there are safeguarding concerns, documents are retained with no end date (unless already held by children’s social care e.g. meeting notes).  Other data is held for xxx years and then destroyed. |
| **What assets do you use?** | **Personal Information? (Age/DOB/Names/Gender/Address/ Ethnic origin etc)** | **Where are they stored?** | **Why do you have this/or access to this asset?** | **Share it internally or externally?**  **If so how?** | **Any special categories?**  **(Data concerning health/sexual orientation/)** | **Why do you have this/or access to this asset?** | **If externally do you have a privacy notice/Or data sharing agreement?** | **How long do you need to keep this info for?** |
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 Further assets could include:

* Supervision notes,
* Staff contact details,
* SEND meeting notes,
* Daily registers,
* emergency contact details for parent/carer
* photos of children in the setting
* contact details of management committee members,
* complaints,
* team meeting notes (where children and families are discussed),
* and many more…

Don’t forget to keep refreshing your information asset register and agree actions that your setting needs to take e.g. uploading your privacy notice to your website.