



Policy - Data Retention

Title: Data Retention
Category: Safeguarding Children
Review Date: 30th Aug 2024

Description:

It is our legal requirement to comply with the Statutory Framework, which in England is the EYFS (Early Years Foundation Stage 2023). It is also our requirement to comply with the new GDPR - General Data Protection Regulation which came into effect on the 25th May 2018.

This new law will assist childcare providers in being clearer and open about the use of personal data held. Our records should be kept to a minimum, with no unnecessary data and we should be checking often that these records are up to date and relevant. As a childcare provider, we have a duty to hold on to some of this data long after your child has left our setting. These will be listed below for your information. Any data we aren't legally required to keep will be either destroyed or given to you when your child leaves.

We are of course registered with the ICO (Information Commissioner's Office) due to the fact we hold personal data, and we use some digital means of recording this data. When using, digital systems data must be held securely with a password. Any data held in paper format is also held securely.

We understand that if the preschool closes, any information we store digitally must either be printed and stored securely, or alternatively we will keep paying the ICO yearly in order to keep PDF copies of the data.

The following data is kept until each child reaches 21 years and 3 months:

- Registers holding arrival and departure times,
- Any medical forms, accident forms, existing injury forms and incident forms.
- Child Record Forms.
- All signed permission forms.
- All signed and legally binding contracts.
- All Complaints.
- Any records relating to a death of a child or a serious accident to a child.
- Any emails/texts/letters relating to serious allegations.
- Notes relating to a safeguarding issue.

The Following data is kept for 7 years:

- Any Data relating to accounts including invoices and expenses.
- Visitors.
- Insurance documentation.
- Data relating to funding

We endeavour to routinely check and update any retention requirements in line with Statutory Requirements.

When your child leaves preschool, you will be required to download any information you wish to keep from the babysdays site (photos, learning journey etc).