

As a requirement of the new General Data Protection Regulation (GDPR), and our commitment to be transparent on the way that we collect, store and process information about you and your child, we have written this retention policy to explain in detail what happens to any information we hold when the time comes for your child to move on from our setting. Please refer to our **Privacy Notice** for further information about our data protection procedures and responsibilities.

Any data that we retain relating to you or your child will fall under one of the following categories:

- **Safeguarding and Welfare Information**

e.g. Care Plans, Medical / Health Records, Attendance Registers, Accident / Incident, Existing Injury, Records, Medication Administration Records, Safeguarding – Records of Concern, Parent Permission / Consent Forms.

These items contain safeguarding and welfare information. We are required to retain these records for legal / insurance purposes until your child is 21 years and 3 months old.

- **Financial Records**

e.g. Contracts, Attendance Registers, Invoices & Payment Records, Records of Defaults / Legal Action

These items include payment and attendance information. For HMRC purposes, we are required to retain these records for 6 years.

- **Funding Application Information**

If your child's place has been full or part-funded, we are required by the local authority to retain any information relating to your funding application(s) under contractual necessity for a period of **3 years**.

- **Contact Information**

As advised by the Information Commissioner's Office, we will also retain your contact information (phone number and email address) for up to one financial year after your child has left our setting. This will allow us to contact you to clarify any accounts or financial information where necessary, e.g. for tax credit claims or on request from HMRC.

We will ensure that all data is stored securely. Paper records are kept in a lockable file and digital files are stored on the business laptop which is secured with a password and virus protection. Following the retention period, paper records will be shredded and digital files securely deleted.

Your child's learning and development records will be handed over to you on your child's last day of attendance. E.g. Learning File / Journal, Progress Reports / Trackers, Observations, Daily Diary, Artwork & Crafts. If your child is moving on to school, nursery or a new care setting, we may ask if you would like us to forward some of this information on in order to support your child's transition. We will always request your permission and ask you to sign a data sharing agreement before passing on any information.

Photographs

In addition to any photographs that may already be included in your child's learning and development records, we will also provide you with a copy of all of the photographs we have taken of your child during their time with us once uploaded to their online learning journey. These will be provided either by email or on a disc.

We may request your permission to retain a copy of some photographs, for example: to provide information about our service and the activities we offer with prospective families or to look at with the other children and share memories of times spent with your child. We will ask you to sign a separate photograph retention permission form for this. Any photographs that we have not been granted permission to retain will be securely deleted without delay.

Service Closure

Should we make the decision to close our service or close the setting, we will continue to securely store data for as long as we are legally required to do so, then appropriately destroy / delete data at the end of the required retention period.

Your rights

You have the right to request access to information that we hold about you and your child and may also ask for information held about you and your child to be withdrawn – your ‘right to erasure’. Please refer to our Privacy Notice for further details regarding your rights to access data. There are however exceptions to these rights, for example the right to access or erasure may be refused due to legal or regulatory restrictions or where the disclosure of information risks adversely affecting the rights and freedoms of third parties.

If you have any questions about our data handling and retention procedures, please do not hesitate to ask.

Retention Policy updated by Haley Blake

April 2018

Reviewed by Owner 19/10/19

Reviewed by M Larson 17/2/2020