RETENTION POLICY

POLICY

Under the new General Data Protection Regulations (GDPR) All Early years and Childcare settings are required to have transparency on the way they collate, store and use any personal information pertaining to the children in their care and their families. Parents have the right to ask that personal data is destroyed or deleted once they have left a setting providing deleting the material does not impact on Ofsted and legal regulations. Please refer to my Privacy Agreement.

PROCEDURE

Data required by myself to ensure I follow all GDPR and Ofsted requirements are as follows

* Personal information-
* Parents names,
* Childs name
* DOB Address
* Contact Details
* Drs name
* Parental Responsibility
* Medical information
* EYFS

Under the new GDPR we are required to inform parents of how personal information is collected, stored and used, in this setting all information is paper based and is kept in a secure cupboard, no unauthorised persons are allowed to access it without parental permission. Information cannot be shared without parental permission unless it is a Safeguarding concern Mobile numbers are stored on my mobile phone as supplied by parents, once a parent leaves I will delete those numbers if requested. I use Babys Days to share photos and information to all parents about their childs day to day activities and routine, this will continue under the new GDPR and again all data will be deleted at parents request.

I use my mobile phone to take photos of your child which are used to record your child’s learning on Babys Days. These are deleted as soon as they are uploaded to babys Days, group photos are placed in other childrens files on the understanding that once another child leaves the setting, when their learning journey is given to parents, those photos are no longer my responsibility and cannot be deleted or destroyed even if requested. Photos will not be used for any commercial or public use at any time.

In order to comply with GDPR I am required to inform you that you may access any personal data I hold on your child or your family and I agree to hold all this information securely until such time as you request deletion providing this does not compromise Ofsted, DFE or HMRC regulations. Any Data relating to Safeguarding/Accidents or Incidents must be retained until the individual child reaches the age of 21 years and 3 months as required by law so is exempt from the privacy laws as Safeguarding concerns override any other requirements or regulations.

For details of how long I am required to hold pertinent data on your family or child please see the list below

PERSONAL INFORMATION-Kept for 6 years

* Contracts.
* Shared care information sheets
* Permission sheets
* Accounts
* Funding sheets

SENSITIVE INFORMATION-Kept until child reaches 21 years and 3 months of age

* Accident sheets
* Incident sheets
* Injuries sheets
* Safeguarding concerns

OTHER DATA

* PHOTOGRAPHS-Deleted as soon as child leaves unless written permission is obtained in which case they will be kept securely and only used for private use
* LEARNING JOURNEYS- Photos and information will be printed from Babys Days when the child leaves, and the account deleted.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_