

Data Retention

It is our legal requirement to comply with the Statutory Framework, which in England is the EYFS (Early Years Foundation Stage 2021). 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 my setting. These will be listed below for your information. Any data we are not 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, it is kept away from the children and visitors, and is always secure.

We understand that if we store information digitally then when we close the childcare setting, we must either print all the data and store securely, or alternatively keep paying to the ICO yearly in order to keep PDF copies of my data.

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

Registers holding exact arrival and departure times, plus parent signatures where necessary.

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 child specific risk assessments.

Any emails/texts/letters relating to serious allegations.

Notes relating to a safeguarding issue.

The Following data is kept in my setting for 6 years:

Any Data relating to accounts including invoices and expenses.

Visitors.

Data Protection Audits (updated annually).

Insurance documentation.

Data relating to funding.

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