**Data Retention Policy**

The General Data Protection Regulation is an EU law from 25th May 2018. It requires me to share information with you, as parents, about data retention, i.e. how long I will keep the data I have about you and your child, how I will store the data, and how I will delete the data.

Data I retain about you and your child falls into 4 main categories –

1. Safeguarding and welfare data linked to CIW and the National Minimum Standards requirements and the Limitation Act (1980)
2. Financial data retained for HMRC purposes
3. Funding data retained for Local Authority purposes
4. Learning and development details

**Data relating to Safeguarding and Welfare**

To comply with the Limitation Act 1980, I keep all Accident, Injury and First Aid Records and Medication Administration records using the legal basis of ‘legal obligation’ until your child is 21 years and 3 months old.

Attached to the above records I also retain Contracts, Child Record forms and Attendance Registers using the legal basis of ‘vital interests’ until your child is 21 years and 3 months old.

I store this data about you in paper format and after the required retention period the documents will be shredded.

**Financial Record Keeping**

I keep documentation including your name and payment record for HMRC using the legal basis of ‘legal obligation’. I keep this information on my laptop and storage system and I’m required to retain this information by HMRC for “5 years after the 31st January submission deadline of the relevant tax year”, after which time they are deleted.

**Data relating to Learning and Development**

To comply with the National Minimum Standards, I keep documents relating to your child’s learning and development including photos of your child’s progress, activities and experiences.

I use the legal basis of ‘legal obligation’ when recording your child’s learning, development and progress and ‘legitimate interest’ when taking photos of your child because I believe it is reasonable for me to process this data to provide you with a good quality service.

I keep the information, including photos, on my laptop/storage system, on a USB memory stick or in paper format and will pass it on to you when your child leaves my setting, or starts school, whichever comes first.

**Data Retention Policy (cont.)**

**Data relating to Local Authority funding forms**

I keep documentation including your personal details for Local Authority Funding forms using the legal basis of ‘contractual necessity’ This data is held in paper format and I’m required to retain these forms for 5 years by the Local Authority, after which time they are shredded.

**Personal data**

I have been advised by the Information Commissioners Office that it is reasonable to keep a record of your mobile phone numbers on my mobile phone and your email address on my computer email provider for up to 1 financial year after your child leaves the setting, so I can contact you if necessary to clarify, for example, accounts information or details relating to your Tax Credits claim (if relevant). The data will be deleted after this period.

If I close my setting or on my retirement, I will keep documentation for as long as legally required by the purpose for which it was collected. I will keep this data as securely as possible during the retention period.

You have the right to ask for information held about you and your child to be withdrawn. This is called the ‘right to erasure’ in GDPR. However, if I need to keep information because it is required legally then exceptions to the ‘right to erasure’ apply. I will make a decision about each erasure request individually – please speak to me for more information.

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