



## **Retention Policy**

To ensure that we comply with the General Data Protection Regulations (GDPR 2018) I am required to share with you what happens to the information that I hold about you once your child has left the setting. Further information regarding my data collection responsibilities as a data controller can be found in the Privacy Notice.

The information that I retain about children and their families will fall within one of the following categories

### **Safeguarding and Welfare data** -this will include

- Accident and Incident Records
- First aid records
- Illness Records
- Medication Administration Forms
- Attendance Records
- Parent Permission and Consent Forms
- Record of Concerns
- Existing Injury Records

It is a statutory requirement that I retain all safeguarding and welfare information for legal and insurance purposes until your child reaches 25 years of age.

### **Financial Records** – this will include

- Contract information
- Payment information
- Invoices

I am required by HMRC to retain this information for 6 years

### **Local Authority Funding Forms Information**

If your child has been eligible for funding during the time they have been in my setting, I am required by the Local Authority to retain all funding forms for 7 years. These will be shredded when they are no longer required.

### **Personal and Contact Information**

Following advice from the Information Commissioners Office I will retain your name, phone number and email address for one year after the child has left the setting. This will enable me to contact you if the need arises for example information relating to tax credits etc.

Your data will be retained for the above periods of time even if I close my setting for any reason.

## Your right to erasure

GDPR law states that you have the right to ask for any information held about you or your child to be withdrawn. This is called your 'right to erasure'. If you would like to make an erasure request, please speak to me for more information. As stated in this retention policy and the Privacy Notice, I am required to keep certain information to ensure that I comply with statutory regulations. Because this information is legally required, exceptions to the 'right to erasure' will apply.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)