



10.3b RECORDS RETENTION POLICY

Written by: Claire Toms and Tina Alder
Date: 13.3.19

The general data protection is an EU law from May 2018. It requires us to share information with you about data retention after your child has left our setting. This new law will assist settings in being clearer and open about personal data held. Our records should be kept to a minimum with no unnecessary data, which should be checked often that they are up to date and relevant.

As a setting we have a duty to hold on to some of the data after the child has left (listed below). Any data that we are not legally required to keep will be given to you when your child leaves or will be destroyed.

We are required to be registered with the ICO and, when using digital systems, data is held securely with a password. In addition, data held in a paper format is held securely in a locked cupboard.

If our setting ceases to run, any digital information we have must be printed off and stored securely, or we can continue to pay the ICO fee to store these digitally.

The following data will be kept until the **child reaches 21 years and 3 months**:

- Serious accident/injury/illness and incidents forms
- All complaints
- Concerns about a child
- Physical intervention record
- Any emails, texts or letters relating to serious allegations
- Diaries, if relating to a safeguarding issue

The following data is kept for **5 years**.

- Accounts
- Policies and procedures
- Visitor log
- Insurance documentation
- Medication administration
- Attendance register
- All signed permission forms

The following data is kept for **3 years**.

- Informing Ofsted of changes
- Local Authority Funding
- Local safeguarding record forms

Upon leaving the setting the following data will be sent home with your child.

- Learning Journey
- Any printed photos we have of your child

We endeavour to routinely check and update any retention requirements in line with statutory requirements.