

Data Retention Policy

This policy is subject to the laws relating to data protection and document retention.

We are required under legislation to keep certain records about children, parents and also staff members. Due to this legislation, we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Access and Storage of Information policy, the Data Protection and Confidentiality policy and the Privacy Notice.

Children's records

- A reasonable period of time after children have left the provision. We will follow the Local Authority procedure here and this states they should be kept until the child turns 18 years of age.

Records relating to individual children, e.g. care plans, speech and language referral forms

- We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records. Copies will be kept for a reasonable period. We will follow the Local Authority procedure here and this states they should be kept until the child turns 21 years and three months.

Accidents and pre-existing injuries

- If relevant to child protection we will keep these until the child reaches 25 years old.

Safeguarding Records and Cause for Concern forms

- We will keep until the child has reached 25 years old.

Records of any reportable death, injury, disease or dangerous occurrence (for children)

- As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and three months.

Records of any reportable death, injury, disease or dangerous occurrence (for staff)

- 10 years (Type of accidents include fractures, broken limbs, serious head injuries or where the child is hospitalised).

Observation, planning and assessment records of children

- We keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it. Information and assessments about individual children is either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).

Personnel files and training records (including disciplinary records and working time records)

- Five years

Visitors/signing in book

- Up to 24 years as part of the child protection trail.

This policy will be reviewed annually and amended according to any change in law/legislation.

Further information on Data Retention can be found on our Data Retention Schedule Ref DPS001. Attached to this document.

Reviewed on: November 2018

Signed on behalf of the Nursery School:



Next review date: October 2019

Children & Parents Data

Data collected	How collected	Purpose	Place Stored	User Access (Who has Access)	Data Sharing	Who has External Access	Length of time retained / archived?
Child, Parent/Guardians Name, Address, Date of Birth, home address, phone #, mobile #, email address,	Online registration form (Hard Copy)	Nursery registration (Waiting List)	ORA, H & D Accounts, First Steps. Excel waiting list	Accounts and Senior Management	Accounts and Senior Management	ORA & First Steps, Solid Cloud	365 Days (ORA)
Child, Parent/Guardians Name, Address, Date of Birth, home address, phone #, mobile #, email address,	Online registration form (Hard Copy)	Nursery registration (Enrolled)	ORA, H & D Accounts, First Steps. My Montessori, Sage	All Staff, Ace accounts, Solid Cloud & My Montessori	All Staff, Parents, ACE,	ORA & First Steps, Solid Cloud, My Montessori, Ace Accountants & Sage, Solid Cloud	365 Days (ORA) First Steps till Child Leaves
Home address, Tel #, Mobile #, Email address, Attendance, & Billing	FirstSteps	Child and parent records	FirstSteps data 'M' drive server	All Staff	All Staff, Parents,	Ace, Sold Cloud and First Steps	Till Child Leaves Education
Various Visual Images	CCTV system	Security	CCTV storage	Admin staff and camera support company	Admin staff and camera support company	None	7 Days
Child photos and observations	My Montessori & iPod	Education progress reporting?	My Montessori app	Room staff, admin staff	Room staff, admin staff	None	Until child leaves
Children leavers data				Admin / accounts staff?	Admin / accounts staff?	None	Till Child Leaves Education
Finger print readers				Admin staff?	Admin staff?	None	Until child leaves
Children's full names and DOB Allergy and dietary lists	Hard Copies	Medical	Allergy and dietary lists	All staff. Parents and third parties (under supervision)	All Staff, Parents,	N/A	Until child leaves
Children's full names, parents names, phone number, DO Medical care bags in all classrooms	Hard Copies	Medical	Medical care bags in all classrooms	All staff. Parents and third parties (under supervision)	All Staff, Parents,	Third parties visiting	For 1 year until moved into external storage till Child Leaves
Children's full names, parents names, addresses, DOB Children's profile	Hard Copies	Education progress reporting?	Children's profile folders in all classrooms	All staff. Parents and third parties (under supervision)	All Staff, Parents,	Third parties visiting	For 1 year until moved into external storage till Child Leaves
Children's full names, parents names, addresses, DOB	Hard Copies	Emergency	Evacuation bag in corridor	All staff. Parents and third parties under supervision	All Staff	N/A	Until child leaves

Data collected	How collected	Purpose	Place Stored	User Access (Who has Access)	Data Sharing	Who has External Access	Length of time retained / archived?
Staff Data							
Staff Details & Records	Hard Copies & Electronic	Statutory	Electronicly & Main Office	Management Team	Management Team	First Steps & Sage	5 Years after leaving
Accounts							
Data collected	How collected	Purpose	Place Stored	User Access (Who has Access)	Data Sharing	Who has External Access	Length of time retained / archived?
Accounts and Associated Records	Hard Copies and Computer	Statutory	Electronically & Accounts Office	All Staff, Ace, Accounts, Solid Cloud	Accounts and Senior Management	External Accounts	7 Years