

Data Retention Policy



This Hopes and Dreams Montessori Nursery School 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 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.

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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 staff member 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:

A handwritten signature in black ink, appearing to be 'M. R. O.', written over a horizontal line.

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/guardian name, address, date of birth, home address, phone number, mobile number, email address,	Online registration form (Hard Copy)	Nursery School registration (Waiting List)	ORA, H & D Accounts, First Steps. Excel waiting list	Accounts and Senior Management	Accounts and Senior Management	ORA, First Steps, Infinity	365 Days (ORA)
Child, parent/guardian name, address, date of birth, home address, phone number, mobile number, email address,	Online registration form (Hard Copy)	Nursery School registration (Enrolled)	ORA, H & D Accounts, First Steps. My Montessori, Sage	All Staff, Ace Accountants, Infinity, My Montessori	All Staff, Parents, ACE Accountants,	ORA, First Steps, Infinity, My Montessori, Ace Accountants, Sage	365 Days (ORA) First Steps until child leaves
Home address, telephone number, mobile number, email address, attendance, and billing	First Steps	Child and parent records	First Steps data 'M' drive server	All Staff	All Staff, Parents,	Ace, Infinity, First Steps	Until child leaves education
Various visual images	CCTV system	Security	CCTV storage	Admin staff, camera support company	Admin staff, camera support company	None	7 Days
Child photos and observations	My Montessori, iPad	Education progress reporting	My Montessori app	Room staff, Admin staff	Room staff, Admin staff	None	Until child leaves
Child leavers data				Admin/Accounts	Admin/Accounts	None	Until child leaves education
Fingerprint readers				Admin staff	Admin staff	None	Until child leaves
Children's full names, date of birth, 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 until child leaves
Children's full names, parents names, addresses, date of birth, 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 until 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 and Records	Hard copies and electronic	Statutory	Electronically and Main Office	Management Team	Management Team	First Steps and 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 and Accounts Office	All Staff, Ace, Accountants, Infinity	Accounts and Senior Management	External Accounts	7 Years