



Rutland Early Years

Retention Policy

REYAL registration number: RA000520

Under the new General Data Protection Regulations (GDPR) all early years and childcare settings are required to have transparency on the way they collate, store and use any personal information pertaining to the children in their care and families. Parents have the right to ask that personal data is destroyed or deleted once they have left the setting providing that deleting the information does not impact on REYAL and legal regulations. Please refer to my Privacy and Confidentiality Policy for details of how I process and store information.

Part of the GDPR regulations require us to inform children and their families of how long we will retain the information we process.

Once a child leaves my setting, I will delete contact telephone numbers from my phone if requested.

I will delete any text messages, WhatsApp, messenger, messages if requested.

Any information relating to safeguarding, accidents or incidents, medication logs, attendance registers, will be retained until the child reaches the age of 21 years and 3 months, as required by law.

Contracts, information sheets, permission forms, accounts, funding forms will be retained for 7 years.

Other data will be deleted as soon as the child leaves unless written permission is obtained in which case it will be kept securely and only used for private use (for example, photographs)

Individual development folders will be given to the parents when the child leaves.

Further information:

<https://www.gov.uk/data-protection>

<https://www.gov.uk/government/publications/data-protection-act-2018-overview>

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

Policy reviewed date: June 2020

