

Any data that Bolnore Village Pre-School (BVPS) retains relating to you or your child will fall under one of the following categories:

- **Safeguarding and Welfare Information**

e.g. Care Plans, Medical / Health Records, Attendance Registers, Accident / Incident, Existing Injury, Records, Medication Administration Records, Safeguarding - Records of Concern, Parent Permission / Consent Forms.

These items contain safeguarding and welfare information. BVPS is required to retain these records for legal / insurance purposes until your child is 21 years and 3 months old.

- **Financial Records**

e.g. Contracts, Attendance Registers, Invoices & Payment Records, Records of Defaults / Legal Action

These items include payment and attendance information. For HMRC purposes BVPS is required to retain these records for 6 years.

- **Funding Application Information**

If your child's place has been full or part-funded, BVPS is required by the local authority to retain any information relating to your funding application(s) under contractual necessity for a period of 6 years.

- **Contact Information**

As advised by the Information Commissioner's Office, BVPS will also retain your contact information (phone number and email address) for up to one financial year after your child has left my setting. This will allow us to contact you to clarify any accounts or financial information where necessary, e.g. for tax credit claims or on request from HMRC.

Bolnore Village Pre-School will ensure that all data is stored securely. Paper records are kept in a lockable file and digital files are stored on a laptop which is secured with a password and virus protection. Following the retention period, paper records will be shredded and digital files securely deleted.

Your child's learning and development records will be handed over to you on your child's last day of attendance. For example; tapestry Observations, progress reports, teaching moment records, etc. If your child is moving on to school or a new care setting, BVPS will seek your permission to forward some of this information on to them, in order to support your child's transition.

Photographs

All Photographs included in your child's learning journal will be given to you on their last day. BVPS may request your permission to retain a copy of some photographs, for example, to provide information about the service and activities we offer to prospective families or to enjoy with the other children and share memories of times spent with your child. In this event, you will be asked to sign a separate photograph retention permission form. Any photographs that have not been granted permission to retain, will be securely deleted without delay.

Your rights

You have the right to request access to information that is held by BVPS about your child. Please refer to the Privacy Notice for further details regarding your rights to access data.

If you have any questions about data handling and retention procedures, please do not hesitate to ask.