



Kingsdown Pre-school Data Retention policy

See also Kingsdown Pre-school Privacy Notice

It is our legal requirement to comply with the statutory framework, which in England is the EYFS (Early Years Foundation Stage 2021) and with the GDPR - General Data Protection Regulation which came into effect on the 25th May 2018.

This law will assist childcare providers in being clearer and open about the use of personal data held.

Kingsdown Pre-school will collect, process and store personal information following the GDPR principles.

- lawful, fair and transparent
- specific for its purpose
- adequate and only for what is needed
- accurate and up to date
- not kept longer than needed
- kept safe and secure
- take into account people's rights

The Data Controller at Kingsdown Pre-school is Amy Bridges - Committee Chairperson and Pre-school administrator

Our records are kept to a minimum, with no unnecessary data and we regularly check that these records are up to date and relevant.

As a childcare provider we have duty to retain some of this data long after your child has left my setting. These documents are listed below for your information. Any data we aren't legally required to keep will be either destroyed or given to you when your child leaves Kingsdown Pre-school.

We are registered with the ICO (Information Commissioners Office) due to the fact we hold personal data and we use digital means of recording this data. When using digital systems data must be held securely with a password. Any data held in paper format is also held securely, it is kept away from the children and visitors, and secure at Kingsdown Preschool (in a locked filing cabinet in a locked cupboard) and Amy's home. Amy's laptop is ONLY used for Preschool work and only used by herself, not other family members.

Staff will only be accessing data according to their level of responsibility at the pre-school. Deputies and practitioners are able to access data for your children to record their observations and assessments, access setting policies, They can only access with their own unique password and no staff family members have access to this software. The Manager has fuller access to the system and again this is by a unique password that is kept private to her. BabysDays children's data on a staff's access is limited to their First name and Age (no personal information)

I understand that if we store information digitally then if/when we close the child care setting we must either print all the data and store securely, or alternatively keep paying to the ICO yearly in order to keep PDF copies of our data.

The following data is kept by Kingsdown Pre-school until each child reaches 21 years and 3 months:

- Registers holding exact arrival and departure times, plus parent signatures where necessary.
- Any medical forms, accident forms, existing injury forms and incident forms.
- Child registration forms
- All signed permission forms
- all signed and legally binding contracts.
- All complaints
- Any records relating to a death of a child or a serious accident to a child.
- Any child specific risk assessments
- Any emails/texts/letters relating to serious allegations. Any notes/investigation papers relating to a safeguarding issue will go to the DSL at the next education setting the child transfers to.

The following data is kept by Kingsdown Pre-school for 6 years:

- Any data relating to accounts including invoices and expenses.
- Visitors
- Data protection audits (updated annually)
- Insurance documentation
- Data relating to funding

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

When your child leaves Kingsdown Pre-school we will send the following data home with them:

Daily notes (if applicable)

Learning Journey file which includes photographs (if applicable)

Any other photos we have of your child.

This policy will be reviewed annually or sooner if needed

This policy was reviewed by Kingsdown Pre-school on 14 April 2022

Signed on behalf of Kingsdown Pre-school A.Bridges
Chairperson of Kingsdown Pre-school Committee