



Retention Policy

As a requirement of the new General Data Protection Regulation, this retention policy explains in detail what happens to any information held when the time comes for your child to move on from Rookies Daycare. Please refer to the **Privacy Notice** for further information about data protection procedures and responsibilities.

Any data 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. This information is required to be retained 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, this information is required to be retained for 6 years.

- **Funding Application Information**

If your child's place has been full or part funded, the local authority requires to retain information relating to your funding application(s) under contractual necessity for a period of 3 years.

- **Contact Information**

As advised by the Information Commissioner's Office, contact information (phone number and email address) for up to one financial year after your child has left Rookies Daycare.

All data is stored securely, paper records are kept in a lockable file and digital files are stored on the business 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. E.g. Learning File/Journal, Progress Reports/Trackers, Observations, Daily Diary, Artwork & Crafts.

Photographs

In addition to any photographs that may already be included in your child's learning and development records, you will also be provided with a copy of all the photographs that have been taken of your child during their time at Rookies Daycare. These will be provided either by email or on a disc.

Rookies Daycare may request your permission to retain a copy of some photographs, for example: to provide information about the setting and the activities on offer with prospective families or to look at with the other children and share memories of times spent with your child. You will be asked

to sign a separate photograph retention permission form for this. 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 about you and your child and may also ask for information held about you and your child to be withdrawn - your 'right to erasure'. Please refer to the **Privacy Notice** for further details regarding your rights to access data. There are however exceptions to these rights, for example the right to access or erasure may be refused due to legal or regulatory restrictions or where the disclosure of information risks adversely affecting the rights and freedoms of third parties.