



Retention Policy

As a requirement of the new General Data Protection Regulation (GDPR), and ABC's commitment to be transparent on the way that we collect, store and process information about you and your child, this retention policy has been written to explain in detail what happens to any information we hold when the time comes for your child to move on from ABC. Please refer to the Confidentiality and Privacy Policy for further information about the data protection procedures and responsibilities.

Any data that is retained 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. We are 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, ABC is required to retain these records for 6 years.

- **Funding Application Information**

If your child's place has been full or part-funded, ABC is required by the local authority to retain any 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, we will also retain your contact information (phone number and email address) for up to one financial year after your child has left ABC. 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.

We will ensure that all data is stored securely. Paper records are kept in locked cupboards, any data stored online via SSL technology. 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. If your child is moving on to school, nursery or a new care setting, we may ask if you would like ABC to forward some of this information on in order to support your child's transition. We will always request your permission and ask you to sign a data sharing agreement before passing on any information to a new setting.

Photographs

We may request your permission to retain a copy of some photographs, for example: to provide information about ABC Childcare the activities we offer with prospective families or to look at with the other children and share memories of times spent with your child. We will ask you to sign a separate photograph retention permission form for this. Any photographs that we have not been granted permission to retain will be securely deleted without delay.



Service Closure

Should the owner of ABC make the decision to close or sell the business or retire, any data will continue to be securely stored for as long as is legally required. Then the data will be appropriately destroyed / deleted at the end of the required retention period.

Your rights

You have the right to request access to information that ABC Childcare holds 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.

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

Updated March 2020