

Daisy Club Out of School Club

RETENTION POLICY

POLICY

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 their families. Parents have the right to ask that personal data is destroyed or deleted once they have left a setting providing deleting the material does not impact on Ofsted and legal regulations. Please refer to my Privacy Agreement.

PROCEDURE

Data required by the Daisy Club is to ensure we follow all *GDPR* and *Ofsted* requirements are as follows

- Personal information-
- Parents names,
- Childs name
- DOB Address
- Contact Details
- Doctors name
- Parental Responsibility
- Medical information
- EYFS

Under the new *GDPR* we are required to inform parents of how personal information is collected, stored and used. In our setting all information is paper based and done electronically which is kept in a lockable case , no unauthorised persons are allowed to access it without parental permission. Information cannot be shared without parental permission unless it is a *Safeguarding* concern. Mobile numbers are stored on the Daisy Club busniess mobile phone as supplied by parents, once a parent leaves we will delete those numbers if requested. We use *Whatsapp* to send photos and information to all parents about their childs day to day activities and routine, this will continue under the new *GDPR* and again all data will be deleted at parents request.

We use the Daisy Club mobile phone to take photos of the child which are used in the child's learning journey and are deleted as soon as they are put onto their learning journeys, group photos are placed in other children's files on the understanding that once another child leaves the setting, when their learning journey is given to parents as required under Ofsted regulations, those photos are no longer our responsibility and cannot be deleted or destroyed even if requested. Photos will not be used for any commercial or public use at any time.

In order to comply with GDPR the club is required to inform parents that we may access any personal data we hold on your child or your family and we agree to hold all this information securely until such time as you request deletion providing this does not compromise Ofsted, DFE or HMRC regulations. Any Data relating to Safeguarding/Accidents or Incidents must be retained until the individual child reaches the age of 21 years and 3 months as required by law so is exempt from the privacy laws as Safeguarding concerns override any other requirements or regulations.

For details of how long we are required to hold pertinent data on your family or child please see the list below

PERSONAL INFORMATION-Kept for 6 years

- Contracts.
- Shared care information sheets
- Permission sheets
- Accounts
- Funding sheets

SENSITIVE INFORMATION-Kept until child reaches 21 years and 3 months of age

- Accident sheets
- Incident sheets
- Injuries sheets
- Safeguarding concerns

OTHER DATA

Kerry Zammit

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- PHOTOGRAPHS-Deleted as soon as child leaves unless written permission is obtained in which case they will be kept securely and only used for private use