

Acorn Pre-School & The Mighty Oaks

General Data Retention Chart



Document	Data Recorded	Lawful / Legal Basis for Recording Data	Data Sharing	Data Storage	Data Retention	Data Destruction
Accident, Injury and First Aid recording	Child's personal information, Staff names and Parent name and signature	Legal obligation Requirement of statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies- eg. Ofsted, LSCB, LA, GP, HV or Emergency Services	Whilst the child is attending the setting completed forms signed and stored securely. Once the child leaves the setting these files are stored securely.	Until child is 21 years and 3 months to comply with the Limitation Act 1980	Documents are shredded after the required length of time
Accounts / HMRC Auditors Reports	Invoices for parents, Child's name and booked in sessions, Business expenses including purchase receipts	Legal obligation required by HMRC	On request by HMRC, accounts auditor, Ofsted	Whilst the child is attending the setting this data is stored securely. Once the child leaves the setting these files are stored securely.	For at least 5 years after the 31 st January submission deadline of the relevant tax year For at least 5 years after the 31 st January submission deadline of the relevant tax year	Documents are shredded after the required length of time.
Attendance Register	Child's name and date of birth, Child's arrival and departure time. Emergency contact details for parents. In snack register the child's allergies are stored.	Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies - eg. Ofsted, LSCB, LA or HMRC	Whilst the child is attending the setting the registers are stored securely. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents shredded after required length of time
Child Records and Emergency Contact slips	Information of child and emergency contact details from	Legal obligation- Requirement of the	The document may be shared with other agencies	Whilst the child is attending the setting the records are stored securely.	Until a child has left the setting	Documents shredded after the required length of time

	parents including family or friends	statutory framework: EYFS 2017 Family and friends contact details covered by legal basis of 'consent'	including Ofsted, emergency services	Once the child leaves the setting these files are stored securely.		
Complaints Records	Child/family details, provider details	Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016	The document may be shared with other agencies including Ofsted	Stored in complaints folder / child's record file and kept securely. Once the child leaves the setting these files are stored securely.	At least 6 years after the date of the resolution of the complaint	Documents shredded the required length of time
Concerns about a Child	Sensitive information on child or families, parents name and child's name	Legal obligation - requirement of the statutory framework EYFS 2017	The document may be shared with other agencies including Ofsted, Children's Services.	Whilst the child is attending the setting the documents are stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Childcare Contracts	Contract details between parent and provider. Sensitive details of child and families including parent and provider signatures	Insurance requirement and Legal obligation - requirement of the statutory framework of both EYFS 2017 and Childcare Register 2016	The document may be shared with other agencies including Ofsted and HMRC	Whilst the child is attending the setting the documents are stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	For at least 5 years after the 31 st January submission deadline for relevant tax year	Documents will be shredded after the required length of time
DBS Checks information	Date of issue of certificate The name of subject Type of certificate requested Position for which the certificate was requested	Disclosure and Barring Service Ofsted	The document may be shared with other agencies including Ofsted	Pertinent details are kept securely with access restricted.	Original DBS disclosures a maximum of 6 months. We must be able to show Ofsted we have kept disclosure	Documents will be shredded after the required length of time

	Unique reference number Details of recruitment decision					
Employers Liability Insurance records	Name of insurers, Level of cover,	Legal Obligation Health & Safety Executive	The document may be shared with other agencies including Ofsted	The current years certificate is on display historical records are kept securely.	For as long as possible as least 21 years after the date the record was made	Documents will be shredded after the required length of time
Notification to terminate contract	Personal child and family details and signature and staff name	Legitimate interest as best practice to finalise contract. Contractual necessity of data retention.	This document may be shared with other agencies including Ofsted	. Whilst the child is attending the setting the registers are stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Existing injuries record	Details of child's injuries from home or other setting includes personal details, parents and setting signatures and other setting details	Legitimate interests as required to support the child's health and safety	The document may be shared with other agencies including Ofsted	Whilst the child is attending the setting the records are stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Illness Record	Child illness information, family and other setting details	Legitimate interest are required to support the child's health and safety	Document may be shared with other agencies including Ofsted	Whilst the child is attending the setting the registers are stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 month	Documents will be shredded after the required length of time
Incident Record	Personal child and family details, signatures of parent and setting	Legal obligation as required by the statutory framework of EYFS 2017	Documents may be shared with other agencies including Ofsted	Whilst the child is attending the setting the information is stored	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time

				securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.		
Informing Ofsted about changes / Ofsted notifications	Changes to Provider Details As required in the Compliance Handbook	Legal obligation as required by the statutory framework of the EYFS 2017 and Ofsted Requirements	Documents may be shared with other agencies including Ofsted	Information is stored securely with restricted access. Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Three years or until next Ofsted inspection	Documents will be shredded after the required length of time
Learning and Development information	All About Me, Starting points, photos, progress tracking, observation assessments of learning and development, two year checks, termly reports	Legal obligation as required in statutory framework of EYFS 2017 and legitimate interest in Inspection Handbook as allow provider to track development effectively. Photo consent can be withdrawn at any time	May be shared with other agencies including Ofsted and other settings	Whilst the child is attending the setting the information is stored securely. Next steps and data is displayed within the room and also stored on Tapestry online. Once the child leaves the setting these files are stored securely.	Until a child starts school or leaves to attend a new setting	Documents will be shredded after the required length of time
Local Authority Funding form	Child and family personal information including NI details, two year and eypp codes and proof of DOB	Contractual obligation as required by LA for funding requirements	May be shared with other agencies included	Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Three years as requested by Local Authority	Documents will be shredded after the required length of time

Local Safeguarding Record Forms	May have child or family personal information	Legal obligation as per EYFS 2017 and LSCB requirements	Documents may be shared with other agencies including ofsted and LSCB	Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Medication Administration record	Personal details of child, parents and setting signatures	Legal obligation are required under statutory framework of EYFS 2017	Document may be shared with other agencies including Ofsted	Whilst the child is attending the setting the information is stored securely. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents will be shredded after the required length of time
Minutes - committee meetings AGM minutes	Names, information of discussions, action points	Legal requirement	The document may be shared with other agencies including Ofsted	This information is stored securely.	At least 6 years from the of the meeting Permanently	Documents will be shredded after the required length of time
PAY Wages/ salary (inc overtime, bonus, expenses)	Names, dates of birth, National Insurance Numbers, tax codes, addresses, sickness records, pension contributions	Legal Requirement Taxes Management Act 1970	The document may be shared with other agencies including Ofsted, HMRC, the auditor	The information is stored securely. Access is limited to certain staff and Committee members. At the end of a financial year files are stored securely.	6 years	Documents will be shredded after the required length of time
Statutory Maternity Pay		The Statutory Maternity Pay (General) Regulations 1986			3 years after the end of the tax year to which they relate	
Parental Leave Records		CIPD			5 years from the birth/adoption of the child or 18 years of the child receives a disability allowance	
Statutory Sick Pay (SSP)		CIPD			6 years after employment ends	
Income Tax and National Insurance		The Income Tax (Employments) Regulations 1993			At least 3 years after the end of the pay reference period	

<p>National Minimum Wage Records</p> <p>Pension scheme and member records</p> <p>Redundancy details, calculations of payments, refunds, notification to the Secretary of State</p>		<p>National Minimum Wage Act 1998</p> <p>The Pensions Regulator</p> <p>CIPD</p> <p>CIPD</p>			<p>following the one that the records cover</p> <p>3 years after the end of the pay reference period following the one that the records cover</p> <p>6 years from the automatic enrolment staging date</p> <p>12 years from the ending of any benefit payable under the policy</p> <p>6 years after the employments ends</p>	
<p>Permission forms</p>	<p>Child and parent names and signatures of parent and setting</p>	<p>Legal obligation under the EYFS 2017 statutory framework plus legitimate interests to provide high quality setting and photo permission can be withdrawn at any time</p>	<p>Document may be shared with other agencies including Ofsted</p>	<p>Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff.</p> <p>Once the child leaves the setting these files are stored securely.</p>	<p>Until a child is 21 years and 3 months</p>	<p>Documents will be shredded after the required length of time</p>
<p>Physical Intervention record</p>	<p>Personal details about child and parent and setting signatures</p>	<p>Legal obligation as required by the statutory framework EYFS 2017</p>	<p>Document may be shared with other agencies including Ofsted</p>	<p>Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff.</p> <p>Once the child leaves the setting these files are stored securely.</p>	<p>Until a child is 21 years and 3 months</p>	<p>Documents will be shredded after the required length of time</p>
<p>Policies and procedures</p>	<p>Policies and procedures used in the setting. Dates the policies went to parent consultation and any amendments.</p>	<p>Legitimate interest and Legal obligation as required under the EYFS 2017 and Childcare Register 2016</p>	<p>Document may be shared with other agencies including ofsted</p>	<p>Parents have access to copies in main entrance area</p> <p>On website - without signatures from staff or committee.</p>	<p>Continuous</p> <p>For the life of the Setting plus 3 years</p>	<p>Documents will be shredded after they have expired or been renewed.</p>

Records of any reportable death, injury, disease or dangerous occurrence		The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Document may be shared with other agencies including Ofsted, Health and Safety Executive	Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	3 years after the date the record was made	Documents will be shredded after the required length of time
Recruitment - Application Form and interview for unsuccessful candidates	Names, addresses, contact details, experience, references	Chartered Institute of Personnel and Development (CIPD)	The document may be shared with other agencies including Ofsted	The information is stored securely. Access is limited to certain staff.	Up to 12 months	Documents will be shredded after the required length of time
Staff / Committee Personnel files and training records (including disciplinary records and working time records)	Name, address, training and qualifications,	CIPD Keeping Children Safe in Education DfE 2016	The document may be shared with other agencies including Ofsted	The information is stored securely. Access is limited to certain staff.	6 years after employment ceases. Records of unfounded allegations of child protection nature must be kept until the person's normal retirement age or 10 years after the date of the allegation; allegations found to be malicious must be removed from personnel files	Documents will be shredded after the required length of time
Visitor log	Date of visit, visitor name, reason for visit and times arriving and departing	Lawful basis to safeguard & protect children. Plus reasonably expect to provide high quality service IRMS	Document may be shared with other agencies including Ofsted	The information is stored securely. Access is limited to certain staff.	The current year plus 6 years	Documents will be shredded after the required length of time