



General Data Retention Chart

Document	Data Recorded	Lawful / Legal Basis for Recording Data	Data Sharing	Data Storage	Data Retention	Data Destruction
<b>CHILDREN'S RECORDS</b>						
Accident, Injury and First Aid recording	Child's personal information, Staff names and Parent name and signature	Legal obligation EYFS Data Protection Act 2018 and GDPR 2018 Limitation Act 1980	On Request with other agencies- eg. Ofsted, LSCB, LA, GP, HV or Emergency Services, Public Health Team when considered appropriate / legally required	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 securely destroyed 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 and Childcare Register	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 are securely destroyed after the required length of time
Child Records and Emergency Contact slips	Information of child and emergency contact details from parents including family or friends	Legal obligation- Requirement of the statutory framework: EYFS Family and friends contact details covered by legal basis of 'consent'	The document may be shared with other agencies including Ofsted, emergency services	Whilst the child is attending the setting the records are stored securely. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 6 months	Documents are securely destroyed after the required length of time

		Data Protection Act 2018 and GDPR 2018				
Concerns about a Child	Sensitive information on child or families, parents name and child's name	Legal obligation – requirement of the statutory framework EYFS	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 are securely destroyed 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 and Childcare Register	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 6 years	Documents are securely destroyed 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 are securely destroyed 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	Documents may be shared with other agencies including Ofsted	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 are securely destroyed 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.	For at least 6 years	Documents are securely destroyed 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 and legitimate interest in Inspection Handbook as allow provider to track development effectively. Photo consent can be withdrawn at any time Data Protection Act 2018 and GDPR 2018	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 are securely destroyed after the required length of time
Local Safeguarding Record Forms / Welfare concern forms including copy of information transferred to schools. Including Child Protection Referrals, being subject to a CIN plan or police referral, Early Help	May have child or family personal information	Legal obligation as per EYFS and LSCB requirements Limitation Act 1980	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 25 years and 3 months For Looked after Children, 75 years	Documents are securely destroyed after the required length of time
Special Educational Needs Records including plans		Legal obligation are required under statutory framework of EYFS Education Act 1996	On Request with other agencies- eg. Ofsted, LSCB, LA, GP, HV or Emergency	Whilst the child is attending the setting completed forms signed and stored securely.	Until a child is 25 years and 3 months	Documents are securely destroyed after the required length of time

			Services, Public Health Team when considered appropriate / legally required	Once the child leaves the setting these files are stored securely		
Medication Administration record	Personal details of child, parents and setting signatures	Legal obligation are required under statutory framework of EYFS Data Protection Act 2018 and GDPR 2018 Limitation Act 1980	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 are securely destroyed after the required length of time
Physical Intervention record	Personal details about child and parent and setting signatures	Legal obligation as required by the statutory framework EYFS	Document may be shared with other agencies including Ofsted	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 are securely destroyed 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 are securely destroyed after the required length of time
Permission forms	Child and parent names and signatures of parent and setting	Legal obligation under the EYFS statutory framework plus legitimate interests to provide high quality setting and photo permission can be withdrawn at any time	Document may be shared with other agencies including Ofsted	Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff.	Until a child is 21 years and 6 months	Documents are securely destroyed after the required length of time

		Data Protection Act 2018 and GDPR 2018 Limitation Act 1980		Once the child leaves the setting these files are stored securely.		
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 Data Protection Act 2018 and GDPR 2018 Limitation Act 1980	May be shared with other agencies including Local Authority	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.	At least three years as requested by Local Authority	Documents are securely destroyed after the required length of time
Complaints Records	Child/family details, provider details	Legal obligation- Requirement of the statutory framework: EYFS and Childcare Register Data Protection Act 2018 and GDPR 2018 Limitation Act 1980	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 are securely destroyed after the required length of time
<b>PERSONNEL RECORDS</b>						
DBS Checks information	Date of issue of certificate The name of subject Type of certificate requested Position for which the certificate was requested Unique reference number Details of recruitment decision	Disclosure and Barring Service Ofsted EYFS and Childcare Act 2006	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 Until the date of the next Ofsted inspection	Documents are securely destroyed after the required length of time
Recruitment – Application Form and interview for	Names, addresses, contact details,	Chartered Institute of Personnel and Development (CIPD)	The document may be shared with other	The information is stored securely. Access	At least 6 months no longer than 12 months	Documents are securely destroyed

unsuccessful candidates	experience, references		agencies including Ofsted	is limited to certain staff.		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 2022	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 are securely destroyed after the required length of time
<b>PAY / FINANCIAL RECORDS</b>						
Accounts / HMRC	Invoices for parents, Child's name and booked in sessions, Business expenses including purchase receipts	Legal obligation required by HMRC Charities Act 1993/2006	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 6 years  For at least 6 years after the 31 <sup>st</sup> January submission deadline of the relevant tax year	Documents are securely destroyed after the required length of time
Auditors Reports						
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 Statutory Maternity Pay (General) Regulations 1986	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.	At least 6 years  3 years after the end of the tax year to which they relate	Documents are securely destroyed after the required length of time
Statutory Maternity Pay						

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)		SSP Regulations 1982 (SI1982/894) The Income Tax (Employments) Regulations 1993			6 years after employment ends	
Income Tax and National Insurance		Income Tax (Employment) regulations 1993			At least 3 years after the end of the pay reference period following the one that the records cover	
National Minimum Wage Records		National Minimum Wage Act 1998			3 years after the end of the pay reference period following the one that the records cover	
Pension scheme and member records		The Pensions Regulator  CIPD			6 years from the automatic enrolment staging date 12 years from the ending of any benefit payable under the policy	
Redundancy details, calculations of payments, refunds, notification to the Secretary of State		CIPD			6 years after the employments ends	
Local Authority Funding form	Child and family personal information including NI details, two year	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	At least three years as requested by Local Authority	Documents are securely destroyed after the required length of time

	and eypp codes and proof of DOB			is limited to certain staff. Once the child leaves the setting these files are stored securely.		
<b>HEALTH AND SAFETY RECORDS</b>						
Staff accident records	Staff personal information, details of accident and treatments	Legal obligation Requirement of statutory framework: EYFS and Childcare Register Social Security (Claims and Payments) Regulations 1979 (Si 1979/628)	On Request with other agencies- eg. Ofsted, LSCB, LA, GP, HV or Emergency Services, Public Health Team when considered appropriate / legally required.	Whilst the staff member is attending the setting completed forms signed and stored securely. Once the staff member leaves the setting these files are stored securely.	3 years after the date of the last entry	Documents are securely destroyed after the required length of time
Accident/medical records as specified by Control of Substances Hazardous to Health Regulations (COSHH) 1999		Control of Substances Hazardous to Health Regulations (COSHH) 1999 (SI1999/437)			40 years from the date of the last entry	
Records of any reportable death, injury, disease or dangerous occurrence	Names, dates of birth, address dates of incidents, circumstances of incident, actions taken	The Reporting if Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI1995/3163)	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 are securely destroyed after the required length of time
Health and Safety assessment under the H&S Regulations and records of consultations with	Details of risks, details of mitigating factors, locations, names of staff,	CIPD	The document may be shared with other agencies including Ofsted	Information is stored securely with restricted access where necessary.	Permanently	Documents are securely destroyed after the required length of time



safety representatives and committees	organisations and their contact details. Reports.					
Risk Assessments	Date, reviews, control measures, passive, active and procedural	RSA Insurance	The document may be shared with other agencies including Ofsted when deemed appropriate	Information is stored securely and shared with staff and any relevant individuals	Civil claims for injury can be made up to 3 years after and incident	Documents are securely destroyed after the required length of time
<b>ADMINISTRATION RECORDS</b>						
Employers Liability and Insurance records	Name of insurers, Level of cover,	Legal Obligation Information and records Management Society Employers Liability Regulations 1985 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.	Permanently	Documents are securely destroyed after the required length of time
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 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 are securely destroyed 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 are securely destroyed after the required length of time

Complaints Records	Child/family details, provider details	Legal obligation- Requirement of the statutory framework: EYFS and Childcare Register Data Protection Act 2018 and GDPR 2018	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 are securely destroyed after the required length of time
Policies and procedures	Policies and procedures used in the setting. Dates the policies went to parent consultation and any amendments.	Legitimate interest and Legal obligation as required under the EYFS and Childcare Register	Document may be shared with other agencies including Ofsted	Parents have access to copies in main entrance area On website – without signatures from staff or committee.	Continuous For the life of the Setting plus 3 years	Documents are securely destroyed 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 are securely destroyed after the required length of time

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CIPD – Chartered Institute of Personnel and Development.

IRMS – Information and Records Management Society