



# MELISSA'S CHILDCARE

## RETENTION POLICY

### Policy Statement

In accordance with the General Data Protection Regulation (GDPR), all Early Years and Childcare settings are required to be transparent in how personal information is collected, stored, and used. As a registered childcare provider, we are committed to safeguarding the personal data of the children in my care and their families. Parents and carers have the right to request the deletion or destruction of their personal data once their child leaves the setting, provided that this request does not conflict with legal or regulatory obligations (e.g., Ofsted, HMRC, or safeguarding requirements).

For further information on how personal data is processed, please refer to the setting's **Privacy Notice**.

### Procedure for Data Collection, Storage, and Retention

The following types of **personal and sensitive information** are collected to ensure I meet my responsibilities under GDPR, the EYFS framework, and Ofsted requirements:

#### Personal Information:

- Parent/guardian names
- Child's full name and date of birth
- Home address and contact details
- Emergency contact information
- GP name and contact details
- Details of parental responsibility
- Medical information, including allergies
- Developmental records in line with the EYFS

All data is **paper-based** and stored securely in a locked cupboard. Access is restricted to authorised individuals and only shared with third parties with parental consent unless disclosure is required for safeguarding purposes.

### Digital Communication and Photos

- **Mobile Numbers:** Stored on my phone and deleted upon request once a child leaves the setting.
- **WhatsApp:** Used to share daily updates and photos with parents. All photos and messages are deleted upon request or when a child leaves the setting.
- **Photographs:** Taken to document developmental progress under EYFS. Photos may include other children and may appear in group learning journeys. Parental permission is required for taking and sharing photos, including group images. This consent can be withdrawn at any time, even after the child leaves the setting.



- **Learning Journeys:** Sent home with the child when they leave. Responsibility for data retention or destruction passes to the parents at this point.
- **Retention for Personal Use:** Photos may only be kept for personal memory purposes with written parental consent, unless the image includes the provider's own children or grandchildren.

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## Parental Rights and Access

Under GDPR, parents have the right to access any data held about their child or family. I commit to holding this information securely and will delete it upon request, where permitted by law. Exceptions apply to records required to be retained for legal or regulatory reasons.

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## Data Retention Periods

Category	Type of Data	Retention Period
<b>Personal Information</b>	Contracts, funding info, permissions, accounts	6 years
<b>Sensitive Information</b>	Accident, incident, injury, and safeguarding records	Until the child reaches <b>21 years and 3 months</b>
<b>Photographs</b>	Daily photos shared via WhatsApp	Deleted when child leaves unless permission granted
<b>Learning Journeys</b>	Developmental documentation	Sent home when child leaves

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## ICO Registration

All settings must be registered with the **Information Commissioner's Office (ICO)** while operating. ICO registration is no longer required once a setting closes, provided that any remaining data is retained in paper format and stored securely.

