

Margaret Lloyd Playgroup Retention Policy

To ensure that we comply with the General Data Protection Regulations (GDPR) we are required to share with you what happens to the information that is kept about you and your family once your child has left the setting. Further information regarding the data collection responsibilities as a data controller can be found in the Privacy Policy.

The information that is retained about children and their families will fall within one of the following categories;

Safeguarding and Welfare data -This will include;

- Accident and incident records
- First aid records
- Illness and injury records
- Medication administration records
- Attendance records
- Parent permission/ consent forms
- Record of concerns
- Existing injury records.

It is a Statutory requirement that all safeguarding and welfare information is retained for legal and insurance purposes until your child reaches the age of 21 years and 3 months.

Financial Records- This will include

- Contract information
- Payment information
- Invoices

We are required by HMRC to retain this information for 6 years.

Local Authority Funding Forms and Information

If your child has been eligible for funding during their time at the setting we are required by the Local Authority to retain all funding forms. These will be shredded when they are no longer required.

Personal and Contact Information

Following advice from the Information Commissioners Office we will retain your personal details for 1 year after your child has left the setting. This enables us to contact you if the need arises for any reason. Your data will be retained for the periods listed above even if the setting closes for any reason.

Your right to Erasure

GDPR law stated that you have the right to ask for any information held about you and/your family to be withdrawn. This is called your "right to erasure". If you would like to make an erasure request please speak to me in private for more information. As stated in this Retention policy and the Privacy notice we are required to keep certain information to ensure that the setting complies with all statutory regulations. As this information is legally required, there will be "exceptions" to you in regard to your "right to erasure"

Any changes and/or updates in Law and/or requirements affecting this policy will be made as soon as they are identified to the group by the ICO or any other outside agency that is connected to the group.

Written by; Helen Hendery On behalf of the playgroup.	Date; 07.09.2018/19
Adopted by Committee at meeting held	Date;