

STAFF: Retention for Staff Records and policy May2018 - GDPR

Name of Data Collected	Legal basis for keeping the records	Retention Period	After Retention period
Staff Application forms including those of whom were not successful in securing a job at the setting	Limitation Act 1980 Legal obligation Legitimate interest	6 months and no longer than 1 year	Data collected on the computer or any technological device will be erased completely from the system. Data which is in paper format will be shredded
Staff personal Files including all personal data relating to name, address, telephone details, appraisals and such like	Limitation Act Legal Obligation Legitimate Interest	6 years after the termination of employment	Data collected on the computer or any technological device will be erased completely from the system. Data which is in paper format will be shredded
Financial information including tax codes, wage and salary information, payroll and pensions	Limitation Act Legal Obligation Legitimate Interest	It is essential that our setting can demonstrate to HMRC that we have reported accurately. We are required to keep this information for 6 years.	Data collected on the computer will be erased and data held in paper format shredded.

Our policy is to retain data in accordance with the laws of GDPR and in accordance with the EYFS 2017. We will not retain any data that is not relevant or does not hold a legal or justified basis to do so. However, there is some data that we are legally required to keep for a specified time limit long after your child leaves.

The table lists some of the documents that we currently collect on you as staff and how we erase or retain the data and for how long. Under GDPR you have the right to ask us about any information that is held about you and your child and we are obliged to share this with you. You are also able to ask for us to delete and erase records about you as under GDPR everyone has the right to erasure. There are some exceptions where this is not possible, for example, situations relating to safeguarding which doesn't allow us to erase such data. Our setting will make decisions on erasure on a case by case basis and will seek appropriate legal if required.

If in the future our setting closes, we are still required by law to keep certain data in accordance with GDPR. We will ensure that all information is securely protected if stored online. Paper documentation will be kept securely in a locked cabinet for the period of retention.

Signed by

Dated