

Confidentiality, Privacy and Data Retention Policy



Any information given to us, either verbally or in writing, regarding your child or your family, will be treated as confidential. We are registered with the Information Commissioner's Office (ICO) and are aware of our responsibilities under General Data Protection Regulations (GDPR).

We will not discuss your child with others unless we have permission from you to speak to a named individual, e.g. a grandparent, medical professional, other educational setting. We will, however, divulge confidential information to Social Services and to Ofsted if there appears to be a safeguarding issue that affects a child's welfare and/or safety.

Parents will have access to their own child's records at any time, on request, with the exception of information related to safeguarding that if shared, could affect a child's safety. All documentation relating to your child is stored in a file, which is not accessible to any other party. All devices with electronic documents will be password protected and all paperwork will be securely locked away.

During the course of our working relationship you will also find out information about our staff and setting. We would expect you to keep this information confidential and would be grateful if you too would respect our setting's confidentiality and not repeat what you may have been told to other parties. If you have any concerns regarding this policy, please do not hesitate to contact us.

Part of the GDPR regulations require nursery settings to inform children and their families of how long we will retain the information we process. When a child leaves our setting, I will only store information on the child and their parents/carers for as long as is required by law or by guidance given to me. Anything I don't need to keep, I will delete from my computer or shred.

Information I Can Delete on Request

Once a child leaves our setting, we will delete the following information, if requested:

- Contact telephone numbers from our phone
- Any one-to-one messages

Information Which Must Be Kept for an Extended Period

- Information relating to safeguarding, accidents or incidents will be retained until the child reaches the age of 21 years and 3 months, as required by law.
- Contracts, information sheets, permission forms, accounts and funding forms will be retained for 7 years.

Information I Will Routinely Delete When a Child Leaves our Setting

Other data will be deleted as soon as the child leaves our setting, unless written permission is obtained, in which case it will be kept securely and only used in ways that I am given permission for (e.g. photographs). Individual development folders/learning journeys will be given to the parents when the child leaves.

Nursery Name: Medlock Day Nursery	
Manager Signature:	Date Signed:
Parent's Name:	
Parent's Signature:	Date Signed:
Date Policy Written: January 2026	Policy Review Date: January 2027