

Retention Policy for GDPR – Children and Parents

From May 25th 2018 our setting will adhere to The General Data Protection Regulation (GDPR). This is an EU directive that all UK businesses are required to follow as law. The UK Government has stated that it will continue to enforce GDPR irrespective of a UK exit from the EU.

We are required by the EYFS 2017 to collect and gather information on your child so that we carefully prepared to support them in their emotional and physical developmental journey. Under the new GDPR regulations we are required to inform parents and guardians as to how and why we collect the data, and how this data will be shared and how it will be retained and why and how we will delete certain information when a child leaves our setting.

We would like parents and carers to know that when your child leaves our setting we may keep data pertaining to the following areas:

- *LA Funding information*
- *Information relating to finances which we may have to show to the HMRC*
- *Accident and Incident Forms*
- *Safeguarding Data (Limitation Act/EYFS Requirements/ Court Judgments)*

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 attached lists that we adhere are some of the documents that we currently collect on your child 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 your child 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: Luuk Weijs (Trustee)

Date: 25/03/2026