



CONFIDENTIAL & RETENTION POLICY

Under the new General Data Protection Regulations (GDPR), all Early years and Childcare settings are required to have transparency on the way they collate, store and use any personal information pertaining to the children in their care and their families. Parents have the right to ask that personal data is destroyed or deleted once they have left a setting providing deleting the material does not impact on Ofsted and legal regulations.

In order to comply with GDPR and Ofsted requirements, my data requirements are as follows:

- Parents names
- Childs name
- DOB
- Address
- Contact Details
- Doctor's name & address
- Parental Responsibility
- Medical information/Allergies

At Oakfield all paper information is kept in a locked filing cabinet on site. We are currently in the process of moving to an electronic filing system, although the 2 systems will be running alongside each other. Parents will have access to the electronic system, which is password protected for each parent to only see the relevant information about their child. Information cannot be shared without parental permission unless it is a Safeguarding concern. Mobile numbers are stored on my mobile phone as supplied by parents, once a parent leaves I will delete those numbers.

I use Whatsapp to send photos to parents showing them about their child's day. This will continue under the new GDPR and again all data will be deleted at parent's request. I share photos of children's daily activities and development with parents using Whatsapp and will continue to do this unless parents are no longer happy for me to do so. All photos sent by Whatsapp will be deleted once a child leaves my care. Parents have the choice to communicate with me via Whatapp, text or emails. The more important conversations I ask to be done through emails.

We take photographs of the children for their learning journals and require parent's permission for this. Permission can be withdrawn at any time either before or after a child leaves Oakfield. Once a child's learning journal leaves Oakfield we are no longer responsible for the destruction/deletion of any photos containing your child.

All settings are required to register with ICO while they are up and running but once a setting closes ICO registration is no longer required as long as any photos or other data is kept in paper format.

To comply with GDPR I am required to inform you that you may access any personal data I hold on your child or your family and I agree to hold all this information securely



until you request deletion providing this does not compromise Ofsted, DFE or HMRC regulations. Any Data relating to Safeguarding/Accidents or Incidents must be retained until the individual child reaches the age of 21 years and 3 months as required by law so is exempt from the privacy laws as Safeguarding concerns override any other requirements or regulations.

For details of how long I am required to hold pertinent data on your family or child please see the list below

Personal Information (Kept for 6 years)

- Contracts
- Shared care information sheets
- Permission sheets
- Accounts
- Funding sheets

Sensitive Information (Kept until child reaches 21 years and 3 months of age)

- Accident sheets
- Incident sheets
- Injuries sheets
- Safeguarding concerns

Other Data

- Photographs - Deleted as soon as a child leaves unless permission has been given to keep them for personal use.
- Learning Journals - Go with child when they leave