## Acorn Pre-School & The Mighty Oaks



## General Data Retention Chart

Document	Data Recorded	Lawful / Legal Basis for Recording Data	Data Sharing	Data Storage	Data Retention	Data Destruction
		Tor Necoraing Data	CHILDREN'S RE	CORDS		
Accident, Injury and First Aid recording	Child's personal information, Staff names and Parent name and signature	Legal obligation EYFS Data Protection Act 2018 and GDPR 2018 Limitation Act 1980	On Request with other agencieseg. Ofsted, LSCB, LA, GP, HV or Emergency Services, Public Health Team when considered appropriate / legally required	Whilst the child is attending the setting completed forms signed and stored securely.  Once the child leaves the setting these files are stored securely	Until child is 21 years and 3 months to comply with the Limitation Act 1980	Documents are securely destroyed after the required length of time
Attendance Register	Child's name and date of birth, Child's arrival and departure time. Emergency contact details for parents. In snack register the child's allergies are stored.	Legal obligation- Requirement of the statutory framework: EYFS and Childcare Register	On Request with other agencies – eg. Ofsted, LSCB, LA or HMRC	Whilst the child is attending the setting the registers are stored securely.  Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 3 months	Documents are securely destroyed after the required length of time
Child Records and Emergency Contact slips	Information of child and emergency contact details from parents including family or friends	Legal obligation- Requirement of the statutory framework: EYFS Family and friends contact details covered by legal basis of 'consent'	The document may be shared with other agencies including Ofsted, emergency services	Whilst the child is attending the setting the records are stored securely. Once the child leaves the setting these files are stored securely.	Until a child is 21 years and 6 months	Documents are securely destroyed after the required length of time

		Data Protection Act 2018 and GDPR 2018				
Concerns about a	Sensitive	Legal obligation –	The document	Whilst the child is	Until a child is 21 years and	Documents are
Child	information on	requirement of the	may be shared	attending the setting	3 months	securely destroyed
	child or families,	statutory framework	with other	the documents are		after the required
	parents name and	EYFS	agencies	stored securely. Access		length of time
	child's name		including Ofsted,	is limited to certain		
			Children's	staff.		
			Services.	Once the child leaves		
				the setting these files		
				are stored securely.		
Childcare Contracts	Contract details	Insurance	The document	Whilst the child is	For at least 6 years	Documents are
	between parent	requirement and Legal	may be shared	attending the setting		securely destroyed
	and provider.	obligation –	with other	the documents are		after the required
	Sensitive details	requirement of the	agencies	stored securely. Access		length of time
	of child and	statutory framework	including Ofsted	is limited to certain		
	families including	of both EYFS and	and HMRC	staff.		
	parent and	Childcare Register		Once the child leaves		
	provider			the setting these files		
	signatures			are stored securely.		
Existing injuries	Details of child's	Legitimate interests as	The document	Whilst the child is	Until a child is 21 years and	Documents are
record	injuries from	required to support	may be shared	attending the setting	3 months	securely destroyed
	home or other	the child's health and	with other	the records are stored		after the required
	setting includes	safety	agencies	securely. Access is		length of time
	personal details,		including Ofsted	limited to certain staff.		
	parents and			Once the child leaves		
	setting signatures			the setting these files		
	and other setting			are stored securely.		
	details					
Incident Record	Personal child and	Legal obligation as	Documents may	Whilst the child is	Until a child is 21 years and	Documents are
	family details,	required by the	be shared with	attending the setting	3 months	securely destroyed
	signatures of	statutory framework	other agencies	the information is		after the required
	parent and	of EYFS	including Ofsted	stored securely. Access		length of time
	setting			is limited to certain		
				staff.		
				Once the child leaves		
				the setting these files		
				are stored securely.		

Notification to	Personal child and	Legitimate interest as	This document	.Whilst the child is	For at least 6 years	Documents are
terminate contract	family details and	best practice to	may be shared	attending the setting	-	securely destroyed
	signature and	finalise contract.	with other	the registers are stored		after the required
	staff name	Contractual necessity	agencies	securely. Access is		length of time
		of data retention.	including Ofsted	limited to certain staff.		
				Once the child leaves		
				the setting these files		
				are stored securely.		
Learning and	All About Me,	Legal obligation as	May be shared	Whilst the child is	Until a child starts school	Documents are
Development	Starting points,	required in statutory	with other	attending the setting	or leaves to attend a new	securely destroyed
information	photos, progress	framework of EYFS	agencies	the information is	setting	after the required
	tracking,	and legitimate interest	including Ofsted	stored securely.		length of time
	observation	in Inspection	and other	Next steps and data is		
	assessments of	Handbook as allow	settings	displayed within the		
	learning and	provider to track		room and also stored		
	development,	development		on Tapestry online.		
	two year checks,	effectively. Photo		Once the child leaves		
	termly reports	consent can be		the setting these files		
		withdrawn at any time		are stored securely.		
		Data Protection Act				
		2018 and GDPR 2018				
Local Safeguarding	May have child or	Legal obligation as per	Documents may	Whilst the child is	Until a child is 25 years and	Documents are
Record Forms /	family personal	EYFS and LSCB	be shared with	attending the setting	3 months	securely destroyed
Welfare concern	information	requirements	other agencies	the information is	For Looked after Children,	after the required
forms including copy		Limitation Act 1980	including ofsted	stored securely. Access	75 years	length of time
of information			and LSCB	is limited to certain		
transferred to				staff.		
schools. Including				Once the child leaves		
Child Protection				the setting these files		
Referrals, being				are stored securely.		
subject to a CIN plan						
or police referral,						
Early Help						
Special Educational		Legal obligation are	On Request with	Whilst the child is	Until a child is 25 years and	Documents are
Needs Records		required under	other agencies-	attending the setting	3 months	securely destroyed
including plans		statutory framework	eg. Ofsted, LSCB,	completed forms		after the required
		of EYFS	LA, GP, HV or	signed and stored		length of time
		Education Act 1996	Emergency	securely.		

			Services, Public			
			Health Team	Once the child leaves		
			when	the setting these files		
			considered	are stored securely		
				are stored securely		
			appropriate /			
NA - di di di	Damanal dataila	Land abligation and	legally required	NATIONAL ALIAN AND AND AND AND AND AND AND AND AND A	Hatil a shild is 24 years and	D
Medication	Personal details	Legal obligation are	Document may	Whilst the child is	Until a child is 21 years and	Documents are
Administration	of child, parents	required under	be shared with	attending the setting	3 months	securely destroyed
record	and setting	statutory framework	other agencies	the information is		after the required
	signatures	of EYFS	including Ofsted	stored securely.		length of time
		Data Protection Act		Once the child leaves		
		2018 and GDPR 2018		the setting these files		
		Limitation Act 1980		are stored securely.		
Physical Intervention	Personal details	Legal obligation as	Document may	Whilst the child is	Until a child is 21 years and	Documents are
record	about child and	required by the	be shared with	attending the setting	3 months	securely destroyed
	parent and	statutory framework	other agencies	the information is		after the required
	setting signatures	EYFS	including Ofsted	stored securely. Access		length of time
				is limited to certain		
				staff.		
				Once the child leaves		
				the setting these files		
				are stored securely.		
Illness Record	Child illness	Legitimate interest are	Document may	Whilst the child is	Until a child is 21 years and	Documents are
	information,	required to support	be shared with	attending the setting	3 month	securely destroyed
	family and other	the child's health and	other agencies	the registers are stored		after the required
	setting details	safety	including Ofsted	securely. Access is		length of time
				limited to certain staff.		
				Once the child leaves		
				the setting these files		
				are stored securely.		
Permission forms	Child and parent	Legal obligation under	Document may	Whilst the child is	Until a child is 21 years and	Documents are
	names and	the EYFS statutory	be shared with	attending the setting	6 months	securely destroyed
	signatures of	framework plus	other agencies	the information is		after the required
	parent and	legitimate interests to	including Ofsted	stored securely. Access		length of time
	setting	provide high quality		is limited to certain		<u> </u>
		setting and photo		staff.		
		permission can be		·		
		withdrawn at any time				
	L		1		l .	

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		Data Protection Act		Once the child leaves		
		2018 and GDPR 2018		the setting these files		
		Limitation Act 1980		are stored securely.		
Local Authority	Child and family	Contractual obligation	May be shared	Whilst the child is	At least three years as	Documents are
Funding form	personal	as required by LA for	with other	attending the setting	requested by Local	securely destroyed
	information	funding requirements	agencies	the information is	Authority	after the required
	including NI	Data Protection Act	including Local	stored securely. Access		length of time
	details, two year	2018 and GDPR 2018	Authority	is limited to certain		
	and eypp codes	Limitation Act 1980		staff.		
	and proof of DOB			Once the child leaves		
				the setting these files		
				are stored securely.		
Complaints Records	Child/family	Legal obligation-	The document	Stored in complaints	At least 6 years after the	Documents are
	details, provider	Requirement of the	may be shared	folder / child's record	date of the resolution of	securely destroyed
	details	statutory framework:	with other	file and kept securely.	the complaint	after the required
		EYFS and Childcare	agencies	Once the child leaves	•	length of time
		Register	including Ofsted	the setting these files		
		Data Protection Act		are stored securely.		
		2018 and GDPR 2018		-		
		Limitation Act 1980				
			PERSONNEL RE	CORDS		
DBS Checks	Date of issue of	Disclosure and Barring	The document	Pertinent details are	Original DBS disclosures a	Documents are
information	certificate	Service	may be shared	kept securely with	maximum of 6 months.	securely destroyed
	The name of	Ofsted	with other	access restricted.	We must be able to show	after the required
	subject	EYFS and Childcare Act	agencies		Ofsted we have kept	length of time
	Type of certificate	2006	including Ofsted		disclosure	_
	requested				Until the date of the next	
	Position for which				Ofsted inspection	
	the certificate					
	was requested					
	was requested					
	was requested Unique reference					
	was requested Unique reference number					
	was requested Unique reference number Details of					
Recruitment –	was requested Unique reference number Details of recruitment	Chartered Institute of	The document	The information is	At least 6 months no	Documents are
Recruitment – Application Form and	was requested Unique reference number Details of recruitment decision	Chartered Institute of Personnel and	The document may be shared	The information is stored securely. Access	At least 6 months no longer than 12 months	Documents are securely destroyed

unsuccessful	experience,		agencies	is limited to certain		after the required
candidates	references		including Ofsted	staff.		length of time
Staff / Committee	Name, address,	CIPD	The document	The information is	6 years after employment	Documents are
Personnel files and	training and		may be shared	stored securely. Access	ceases.	securely destroyed
training records	qualifications,	Keeping Children Safe	with other	is limited to certain	Records of unfounded	after the required
(including disciplinary		in Education DfE 2022	agencies	staff.	allegations of child	length of time
records and working			including Ofsted		protection nature must be	
time records)					kept until the person's	
					normal retirement age or	
					10 years after the date of	
					the allegation; allegations	
					found to be malicious must	
					be removed from	
					personnel files	
	·		PAY / FINANCIAL			
Accounts / HMRC	Invoices for	Legal obligation	On request by	Whilst the child is	For at least 6 years	Documents are
	parents, Child's	required by HMRC	HMRC, accounts	attending the setting		securely destroyed
	name and booked	Charities Act	auditor, Ofsted	this data is stored		after the required
	in sessions,	1993/2006		securely.		length of time
	Business					
	expenses			Once the child leaves		
	including			the setting these files		
	purchase receipts			are stored securely.	5	
A 111 B					For at least 6 years after	
Auditors Reports					the 31 <sup>st</sup> January	
					submission deadline of the	
DAY	NI	Land Barrier Comment	Th	The 'efermation's	relevant tax year	D
PAY	Names, dates of	Legal Requirement	The document	The information is	At least Course	Documents are
Wages/ salary (inc	birth, National	Taxes Management	may be shared	stored securely. Access	At least 6 years	securely destroyed
overtime, bonus,	Insurance	Act 1970	with other	is limited to certain		after the required
expenses)	Numbers, tax		agencies	staff and Committee		length of time
	codes, addresses,		including Ofsted,	members.		
	sickness records,		HMRC, the	At the end of a financial		
Ctatutary Mataraity	pension	The Statuton	auditor	year files are stored	2 years after the and of the	
Statutory Maternity	contributions	The Statutory		securely.	3 years after the end of the	
Pay		Maternity Pay			tax year to which they	
		(General) Regulations			relate	
		1986				

Parental Leave Records		CIPD			5 years from the birth/adoption of the child or 18 years of the child receives a disability allowance	
Statutory Sick Pay (SSP)		SSP Regulations 1982 (SI1982/894) The Income Tax (Employments) Regulations 1993			6 years after employment ends	
Income Tax and National Insurance		Income Tax (Emploment) regulations 1993			At least 3 years after the end of the pay reference period following the one that the records cover	
National Minimum Wage Records		National Minimum Wage Act 1998			3 years after the end of the pay reference period following the one that the records cover	
Pension scheme and member records		The Pensions Regulator CIPD			6 years from the automatic enrolment staging date 12 years from the ending of any benefit payable under the policy	
Redundancy details, calculations of payments, refunds, notification to the Secretary of State		CIPD			6 years after the employments ends	
Local Authority Funding form	Child and family personal information including NI details, two year	Contractual obligation as required by LA for funding requirements	May be shared with other agencies included	Whilst the child is attending the setting the information is stored securely. Access	At least three years as requested by Local Authority	Documents are securely destroyed after the required length of time

	and eypp codes			is limited to certain		
	and proof of DOB			staff.		
				Once the child leaves		
				the setting these files		
		<u> </u>	LEALTH AND CAFET	are stored securely.		
Ctaff and dark was and a	Chaff managed	1	HEALTH AND SAFET	Whilst the staff	2 and after the date of	D
Staff accident records	Staff personal information,	Legal obligation	On Request with		3 years after the date of	Documents are
	details of accident	Requirement of	other agencies-	member is attending	the last entry	securely destroyed
	and treatments	statutory framework: EYFS and Childcare	eg. Ofsted, LSCB, LA, GP, HV or	the setting completed forms signed and		after the required length of time
	and treatments	Register	Emergency	stored securely.		length of time
		Social Security (Claims	Services, Public	Once the staff member		
		and Payments)	Health Team	leaves the setting these		
		Regulations 1979 (Si	when	files are stored		
		1979/628)	considered	securely.		
		1373/020/	appropriate /	Securety.		
			legally required.			
Accident/medical		Control of Substances	l sagamy region can		40 years from the date of	
records as specified		Hazardous to Health			the last entry	
by Control of		Regulations (COSHH)			,	
Substances		1999 (SI1999/437)				
Hazardous to Health						
Regulations (COSHH)						
1999						
Records of any	Names, dates of	The Reporting if	Document may	Whilst the child is	3 years after the date the	Documents are
reportable death,	birth, address	Injuries, Diseases and	be shared with	attending the setting	record was made	securely destroyed
injury, disease or	dates of	Dangerous	other agencies	the information is		after the required
dangerous	incidents,	Occurrences	including Ofsted,	stored securely. Access		length of time
occurrence	circumstances of	Regulations 1995	Health and	is limited to certain		
	incident, actions	(RIDDOR)	Safety Executive	staff.		
	taken	(SI1995/3163)		Once the child leaves		
				the setting these files		
				are stored securely.		
Health and Safety	Details of risks,	CIPD	The document	Information is stored	Permanently	Documents are
assessment under	details of		may be shared	securely with restricted		securely destroyed
the H&S Regulations	mitigating factors,		with other	access where		after the required
and records of	locations, names		agencies	necessary.		length of time
consultations with	of staff,		including Ofsted			

safety representatives and committees	organisations and their contact details. Reports.					
Risk Assessments	Date, reviews, control measures, passive, active and procedural	RSA Insurance	The document may be shared with other agencies including Ofsted when deemed appropriate	Information is stored securely and shared with staff and any relevant individuals	Civil claims for injury can be made up to 3 years after and incident	Documents are securely destroyed after the required length of time
	•	l	ADMINISTRATION	RECORDS		
Employers Liability and Insurance records	Name of insurers, Level of cover,	Legal Obligation Information and records Management Society Employers Liability Regulations 1985 Health & Safety Executive	The document may be shared with other agencies including Ofsted	The current years certificate is on display historical records are kept securely.	Permanently	Documents are securely destroyed after the required length of time
Informing Ofsted about changes / Ofsted notifications	Changes to Provider Details As required in the Compliance Handbook	Legal obligation as required by the statutory framework of the EYFS and Ofsted Requirements	Documents may be shared with other agencies including Ofsted	Information is stored securely with restricted access. Whilst the child is attending the setting the information is stored securely. Access is limited to certain staff. Once the child leaves the setting these files are stored securely.	Three years or until next Ofsted inspection	Documents are securely destroyed after the required length of time
Minutes – committee meetings AGM minutes	Names, information of discussions, action points	Legal requirement	The document may be shared with other agencies including Ofsted	This information is stored securely.	At least 6 years from the of the meeting  Permanently	Documents are securely destroyed after the required length of time

Complaints Records	Child/family	Legal obligation-	The document	Stored in complaints	At least 6 years after the	Documents are
	details, provider	Requirement of the	may be shared	folder / child's record	date of the resolution of	securely destroyed
	details	statutory framework:	with other	file and kept securely.	the complaint	after the required
		EYFS and Childcare	agencies	Once the child leaves		length of time
		Register	including Ofsted	the setting these files		
		Data Protection Act		are stored securely.		
		2018 and GDPR 2018				
Policies and	Policies and	Legitimate interest	Document may	Parents have access to	Continuous	Documents are
procedures	procedures used	and Legal obligation as	be shared with	copies in main entrance	For the life of the Setting	securely destroyed
	in the setting.	required under the	other agencies	area	plus 3 years	after the required
	Dates the policies	EYFS and Childcare	including Ofsted	On website – without		length of time.
	went to parent	Register		signatures from staff or		
	consultation and			committee.		
	any amendments.					
Visitor log	Date of visit,	Lawful basis to	Document may	The information is	The current year plus 6	Documents are
	visitor name,	safeguard & protect	be shared with	stored securely. Access	years	securely destroyed
	reason for visit	children. Plus	other agencies	is limited to certain		after the required
	and times arriving	reasonably expect to	including Ofsted	staff.		length of time
	and departing	provide high quality				
		service				
		IRMS				

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CIPD – Chartered Institute of Personnel and Development.

IRMS – Information and Records Management Society