

RETENTION POLICY

IT IS MY STATUTORY DUTY TO RETAIN AND PROCESS INFORMATION IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATIONS

The GDPR requires us to share information with you about data retention after your child has left our setting. Our records should be kept to a minimum with no unnecessary data stored. This should be checked regularly to ensure information is up to date and relevant.

As childminders, we have a duty to hold on to some of the data after the child has left (listed below). Any data that we are not legally required to keep will be given to you when your child leaves or will be destroyed.

I am required to be registered with the ICO and, when using digital systems, data is held securely with a password. In addition, data held in a paper format is held securely in a locked cupboard.

If my childminding services cease, any digital information I have must be printed off and stored securely, or I can continue to pay the ICO fee to store these digitally.

The following data will be kept in my setting until the **child reaches 21 years and 3 months**:

- Accident/injury/existing injury/medication administration/illness and incidents forms
- Attendance register
- All complaints
- Concerns about a child
- Childcare contracts and termination
- All signed permission forms
- Physical intervention record
- Any emails, texts or letters relating to serious allegations
- Diaries, if relating to a safeguarding issue

The following data is kept in my setting for **5 years**.

- Accounts
- Policies and procedures
- Acknowledgement of receipt
- Visitor log
- Insurance documentation

The following data is kept in my setting for **3 years**.

- Informing Ofsted of changes
- Local Authority Funding
- Local safeguarding record forms*

*This is different for local authorities

Upon leaving the setting the following data will be sent home with your child.



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- Daily Diaries
- Any photos I have of your child
- Returning craft or any other work their child has completed in the setting

I endeavour to routinely check and update any retention requirements in line with statutory requirements

Date Policy Written:	20 Sep. 24
Updated and Reviewed	13 Aug 25
Policy Reviewed	12 th August 2026