

West Byfleet Nursery - Retention Periods for Staff, Child and Parent records

What data do you collect?	Where from?	What do you do with it after you don't need it anymore?	When is it deleted?
Children's Data			
Child's birth certificates/passport copied on enrolment	copy of original supplied by parent	Shredded once funding claim accepted by LA	N/A
Child's Full Name, address, date of birth, gender	Registration form	Shredded or deleted once child has left the setting or is withdrawn from waiting list	Once child no longer on waiting list
Child's Full Name, address, date of birth, gender, ethnicity, allergies, SEND, medical conditions, distinguishing marks, health professional contact, emergency contacts, password.	Admission form, All about my child & Emergency treatment form	Continue to store securely.	Until child reaches the age of 21 or 24 in the case of Child protection or SEND
Child's Full Name, address, date of birth, gender for funding	LA EYFE Registration form and Declaration of attendance	Stored securely for seven years as required by LA	7 years after date of claim
Details of accidents and incidents inc name & dob	Accident and Incident forms	Stored with child's records until child reaches age of 21 years	Until child reaches the age of 21 or 24 in the case of Child protection or SEND
Reportable accident details	Reportable accident report and risk assessment & RIDDOR form	Shredded once child reaches age of 21 and deadline for making a claim is passed.	Shredded once child reaches age of 21
Details of administration of prescribed medication	Medication forms	Stored with child's records after leaving	Shredded once child reaches age of 21
Observation data, 2 year checks, report details and observations, photographs of children as online learning journal	Staff observations, assessments, photographs and reports on Tapestry	Archive for one year then delete	After 1 year
Child's forenames on displayed work	Displayed work	Send it home	N/A
Parent Data			
Addresses, Phone numbers and emails	Registration form	Shredded or deleted once we have received admission form for child or child is withdrawn from waiting list	Once child no longer on waiting list
Addresses, Phone numbers and emails	Admission form, Emergency treatment form	Continue to store securely.	Until child reaches the age of 21 or 24 in the case of Child protection or SEND
Email addresses for online journal	Tapestry permission form	Continue to store securely.	Until child reaches the age of 21 or 24 in the case of Child protection or SEND
Full name, NI No., address, phone no., child's DOB & name, 30 hours eligibility code	30 hours permission to check eligibility form	Forms kept as required by LA.	After 7 years in line with LA requirements
NI numbers	EYPP form	Form submitted to LA	Dealt with by LA

What data do you collect?	Where from?	What do you do with it after you don't need it anymore?	When is it deleted?
Staff Data			
Application form		Stored for six years after employment ceases (or 6 years for unsuccessful candidates)	After 6 Years
DBS check numbers		Stored for six years after employment ceases	After 6 Years
DBS application		Stored according to Online DBS Service policy	Unknown
DBS update service		Stored for six years after employment ceases	After 6 Years
Adult Medical Consent Form		Stored for six years after employment ceases	After 6 Years
National insurance numbers		Stored for 7 years after PAYE Year End	After 7 Years
Bank details		Immediately on staff member leaving	Immediately following final salary payment.
Copy of passport		Keep for 2 years after employee leaving	After 2 Years
Disciplinary Records		Stored for six years after employment ceases	After 6 Years
Qualification Certificates		Stored for six years after employment ceases	After 6 Years
Other Adults			
Onsite contractor details - inc DBS if contractor to left alone when children present.		Shredded	When contractor finishes job
Work experience applications		Stored for six years after placement ends	After 6 years