



Data Retention Policy

In accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

This policy outlines how long Teddy Bears Childcare retains personal data, the reasons for retention, and the process for secure disposal, in line with statutory guidance and best practices. This policy applies to all personal data held by the nursery relating to:

- Children attending the nursery
- Parents and carers
- Staff, volunteers, and contractors
- Safeguarding, health, and accident records

Retention Schedule

Record Type	Retention Period	Legal Basis / Notes
Child's learning and development records	3 years after the child leaves	EYFS requirement; may be kept longer if requested
Accident/Incident records (child-related)	Until the child turns 21	Limitation Act 1980 (potential legal claim)
Safeguarding/Child protection records	Until the child turns 25	Statutory guidance (Keeping Children Safe in Education)
Child's personal file (registration forms, permissions, etc.)	3 years after the child leaves	For audit and legal purposes
Medication/health records	3 years after administration	Health & Safety at Work Regulations
Funding documentation (e.g. 15/30 hours)	7 years	HMRC requirement
Financial records (invoices, receipts)	7 years	HMRC requirement
Staff records (employment, training, etc.)	6 years after employment ends	Employment law & safeguarding
DBS check results (staff)	Record of check retained (not certificate)	Kept only as long as relevant
Parental complaints	3 years (or longer if unresolved)	For reference and legal protection
Visitor logs	2 years	Security and safeguarding reasons

Secure Disposal of Data

All records are securely destroyed when no longer needed:

- **Paper records:** Shredded on-site or by certified disposal service
- **Digital records:** Permanently deleted from all systems, including backups
- **Photographs/videos:** Deleted from devices, cloud services, and backups

Rights and Access

Parents, staff, and individuals have the right to request access to their personal data. Requests must be made in writing and will be handled within 1 month.

This policy was adopted by	Teddy Bears Childcare
Policy Created	25/06/2025
Last Reviewed	25/06/2025
Name and role of signatory	Leahna Welch (Deputy Manager)