

# Data Retention Policy



## Grass Roots Nursery Group: Data Retention and Destruction

### Purpose:

To establish guidelines for the retention and destruction of personal data at Grass Roots Nursery Group, ensuring compliance with data protection laws and minimizing risks.

### Key Principles:

- **Data Minimisation:** Retain data only for as long as necessary.
- **Legal Requirements:** Comply with legal requirements for data retention.
- **Child Protection:** Maintain child protection records for the required duration.
- **Safe Destruction:** Ensure secure destruction of data when it is no longer needed.

### Retention Periods

- **Children's Records:**
  - General records: Retain for a reasonable period after the child leaves (e.g., three years).
  - Recommendation (Limitation Act 1980): Retain until the child reaches 21 (or 24 for child protection records).
  - Consider keeping registers for 24 years for potential child protection references.
- **Accident Records:**
  - Retain accident record books and pre-existing injury forms for 24 years.
- **Staff Accident Records:**
  - Retain for three years after the date of the record.
- **Individual Child Records (Care Plans, Common Assessment Frameworks, Speech and Language Referral Forms):**
  - Transfer to the next school or setting with parental permission.
  - Retain a copy for a reasonable period (e.g., three years).
  - For child protection-related records, retain for 24 years.
- **Reportable Deaths, Injuries, Diseases, or Dangerous Occurrences (for Children and Staff):**
  - Retain for three years.
  - Retain for 24 years if related to child protection.
- **Observation, Planning, and Assessment Records:**
  - Retain for a reasonable period, such as since the last inspection.
  - Consider keeping a copy for self-evaluation.
  - Transfer to the next setting with parental permission.
- **Personnel Records:**
  - Retain for six years after employment ceases.
  - Retain former staff HR paperwork for three years.
  - Retain former staff payroll records for seven years.
  - Retain application forms and interview notes for unsuccessful candidates for six months after the appointment of the successful candidate.
- **Redundancy and Retirement Details:**
  - Retain for six years from the date of redundancy.
- **Risk Assessments:**

- Retain Health and Safety Policy Statements for the life of the policy plus three years.
- Retain Health and Safety Risk Assessments for the life of the assessment plus three years.
- Retain accident/medical records as specified by COSHH regulations for 40 years.
- Retain assessments under Health and Safety Regulations and records of consultations for permanently.
- **Accounting Records:**
  - Retain annual accounts for the current year plus six years.
- **Complaints Record Book:**
  - Retain for at least three years.
- **Visitors/Signing-in Book:**
  - Retain for 24 years as part of the child protection trail.
- **Minutes/Minute Books:**
  - Retain permanently.
- **Insurance Certificates:**
  - Retain for 40 years from the date of commencement or renewal.
- **Allegations Against Staff:**
  - Retain for the longer of the person's normal retirement age or 10 years from the date of the allegation.
  - Remove malicious allegations from personnel files.
  - Provide a copy of substantiated allegations to the person concerned.

**Additional Considerations:**

- Refer to the Safeguarding and Child Protection Policy for specific guidance on child protection records.
- Consult with legal advice or regulatory bodies for specific requirements.
- Regularly review and update retention periods to ensure compliance with changing regulations.
- Implement secure destruction methods for sensitive data.

**By following these guidelines, Grass Roots Nursery Group can ensure that personal data is retained and destroyed in accordance with legal requirements and best practices.**