



# General Data Protection Regulation Policy

Version History	
Date	Comments
16/05/2018	Newly Created

This policy is written in line with the seven principles of the General Data Protection Regulation.

- 1) I will collect and hold data on a child only to allow me to look after them in the best possible way taking account of any potential situations in which I may look after the child.

Data collected will be held for a lawful reason and will be obtained by consent, and I will be transparent in my use of this data.

- 2) Data will not be collected for marketing and sales purposes and parents will not be given advertising materials for unrelated products or services.

- 3) I will only collect the data that is necessary for me to look after the child. I will not request or hold unrelated information.

- 4) Data held will be accurate and I will update it when I have new information and will ask that Parents assist me in keeping the information accurate.

- 5) Data will not be held any longer than is necessary.

I will carry out an annual audit of data held to ensure that only relevant records are retained. Any photographs of children will be deleted on the child leaving my care.

- 6) All data will be held securely.

Paper records will be held in a padlocked file with the keys kept in a secure place. Electronic records are held on a computer that is password protected. Additionally, records that are held on the Internet such as Google photos and blog records are held in line with organisations that are regulated by the GDPR.

- 7) I will be held accountable for all data gathered and retained relating to Boos Busy Bees. I will carry out an annual audit of data held and will securely delete or destroy any unnecessary data.

## Data Storage and retention guidelines

Document	Data Recorded	Lawful/Legal basis for recording data	Data Sharing	Data Storage	Data Retention	Data Destruction
Accident, Injury and First Aid Recording	Childs personal information, staff names, parent names and signatures	Legal Obligation. Requirement of Statutory Framework NMS 5.1. Childminding and day care Regulation 2010 regulation 30, schedule 3	On request with other agencies - CIW, Social Services, Emergency services	Hard copy in locked box	Until child is 21 years and 3 months to comply with Limitation Act 1990	Documents are shredded after the required length of time
Accounts/HMRC	Invoices for parents, Childs name and booked sessions, Business expenses including purchase receipts	Legal obligation required by HMRC	On request by HMRC	Stored on computer - Password protected and requires a pin to access on devices. Original held on Google Drive. Invoices held on Wave (online). Purchase receipts kept in locked cupboard	For at least 5 years after the 31st January submission deadline of the relevant tax year	Documents are deleted from electronic source and receipts are shredded after the required length of time
Attendance Register	Childs name, date of session, time of arrival and departure, reason for absence	Legal Obligation. Requirement of Statutory Framework NMS 5.1,	On request of other agencies - CIW, Social Services, HMRC	All data is transferred to a password protected computer and hard copies are then destroyed	Until child is 21 years and 3 months	Documents are shredded after the required length of time
Child Record and Emergency Contact forms	Information of child and emergency contacts details from parents including family or friends	Legal Obligation. Requirement of Statutory Framework NMS 5.1,	The document may be shared with other agencies including CIW	Hard copies stored in locked box.	Until the child has left the setting	Documents are deleted from electronic source and receipts are shredded after the required length of time

Complaints Records	Child/family details, provider details	Legal Obligation. Requirement of Statutory Framework NMS 19.7. Childminding and Day care Regulation 2010 regulation 33(5)	The document may be shared with other agencies including CIW	Hard copy in locked box	Three years	Documents are shredded after the required length of time
Concerns about a child	Sensitive information on child or families, parents names and child's names	Legal Obligation. Requirement of Statutory Framework NMS 5.1. Childminding and day care Regulation 2010 regulation 22(2c)	The document may be shared with other agencies including CIW	Hard copy in locked box	Until child is 21 years and 3 months	Documents are deleted and wiped clean after required length of time
Childcare Contracts	Contract details between parent and provider. Sensitive details of child and families including parent and provider signatures	Insurance requirement and Legal obligation. NMS 2.1, 2.2	The document may be shared with other agencies including CIW and HMRC	Hard copy in locked box	For at least 5 years after the 31st January submission deadline of the relevant tax year	Documents are deleted from electronic source and receipts are shredded after the required length of time
Notification to terminate contract	Personal child and family details and signature and staff name	Legitimate interest as best practice to finalise contract. Contract necessity of data retention	The document may be shared with other agencies including CIW	Hard copy in locked box	Until child is 21 years and 3 months	Documents are deleted from electronic source and receipts are shredded after the required length of time

Enquiries via email or Facebook	Parents name, hours and days required, child's name, contact details for parent	Legitimate interest as best practice to find details to see if care can be provided prior to a visit.	This information is not shared as just an enquiry	Via email or Facebook messenger	All enquiries deleted after 6 months if care is not going to be provided.	
Existing Injuries Record	Details of child's injuries from home or other setting including personal details, parents and other settings details	Legitimate interests as required to support child's health and safety	The document may be shared with other agencies including CIW	Hard copy in locked cupboard	Until child is 21 years and 3 months	Documents are shredded after the required length of time
Illness Record	Childs illness information, family and other setting information	Legitimate interests as required to support child's health and safety NMS 5.1,	The document may be shared with other agencies including CIW	Hard copy in locked cupboard	Until child is 21 years and 3 months	Documents are shredded after the required length of time
Incident Record	Personal child and signature of staff and parents	Legal Obligation. Requirement of Statutory Framework NMS 5.1,	The document may be shared with other agencies including CIW	Hard copy in locked cupboard	Until child is 21 years and 3 months	Documents are shredded after the required length of time
Informing CIW about changes/CIW notifications	Changes to provider details as requested in compliance handbook	Legal Obligation. Requirement of Statutory Framework NMS 21.1. Childminding and day care Regulation 2010 regulation 31(1)(2a)(2b)(3)	The document may be shared with other agencies including CIW	Emails retained	Three years or until next CIW inspection	Documents are deleted and wiped clean after required length of time

Learning and development information	All about me, starting points, photos, progress tracking, observations, assessments of learning and development, 2 year checks	Legal Obligation. Requirement of Statutory Framework NMS 6.9. Childminding and day care Regulation 2010 regulation 20(6)(7b)	The document may be shared with other agencies including CIW and other settings	Wordpress app - pin and password protected. Hard copies stored in a locked box	Until child starts school or leaves to attend new setting	Documents are deleted from electronic source and receipts are shredded after the required length of time
Medication Administration Form	Personal details of child, parents and setting plus signatures	Legal Obligation. Requirement of Statutory Framework NMS 5.1, 11.4. Childminding and day care Regulation 2010 regulation 26(2c)	The document may be shared with other agencies including CIW	Hard copy in locked box	Until child is 21 years and 3 months	Documents are shredded after the required length of time
Permission Forms	Child and parent names and signatures of parents and setting	Legal Obligation. Requirement of Statutory Framework NMS 2.2	The document may be shared with other agencies including CIW	Hard copy in locked box	Until child is 21 years and 3 months	Documents are shredded after the required length of time
Policies and procedures - acknowledgement of receipt	Parent's confirmation that policies have been read and understood. Child details and parents signature	Legitimate interest and Legal obligation NMS 1.2, 2.2, 5.1, Childminding and day care Regulation 2010	The document may be shared with other agencies including CIW	Hard copies stored in locked box.	5 years after child leaves or until next CIW inspection	Documents are deleted from electronic source and receipts are shredded after the required length of time
Visitor Log	Date of visit, visitor name, reason for visit, time of entrance and exit	Lawful basis to safeguard and protect children NMS 24.5	The document may be shared with other agencies including CIW	Hard copy in locked cupboard	5 years after child leaves or until next CIW inspection	Documents are shredded after the required length of time