Gail Macgregor

RETENTION POLICY

Under the new General Data Protection Regulations (GDPR) all Early Years settings and Childminder settings, are required to have transparency on the way they collate, store and use any personal information pertaining to the children in their care and families. Parents have the right to ask that personal data is destroyed or deleted once they have left a setting providing deleting material the material does not impact on the Care Inspectorate, and legal regulations. Please refer to my privacy Agreement Procedure.

Data required by myself to ensure I follow all GDPR and the Care Inspectorate are as follows,

* Personal information (record of information)
* Parent’s Names
* Childs name
* DOB Address
* Contact details
* Doctors name
* Parental Responsibility

Under the new GDPR we are required to inform parents of how personal information is collected, stored and used, at the childcare setting all information is paper based and is kept in a secure cupboard, no unauthorised persons will be allowed to access it without parental permission.

Information cannot be shared without parental permission unless it is a child protection issue/concern. Mobile numbers are stored on my mobile phone as supplied by parents, once a parent leaves I will delete those numbers if requested by you.

I use text messaging to contact parents through day to day for parental information that they may need to be updated on.

**In order, for me to comply with GDPR I am required to inform you that you may access any personal data I hold on your child or your family and I agree to hold all**

**information securely until such time, as you request deletion providing this does not compromise theCare Inspectorate, Child protection, HMRC, regulations.**

Any data relating to Child protection, Concerns, Accidents, will be stored and kept for 25 years under the Care Inspectorate data regulation act.

For details of how long I am required to hold pertinent data on your family or child please see from the list below.

Personal information – kept for,

* CONTRACTS (25) years
* Shared care information sheets (25) years
* Accounts (07) years

SENSATIVE INFORMATION – UNTIL CHILD REACHES 25 YEARS INCLUDE

* Accident sheets
* Incident sheets
* Injuries sheets
* Child protection documents

Other data

Childs care plan leaves when child stops at the setting.

Please can you sign this form to evidence and acknowledge that this has been brought to your attention, and that you are aware of the GDPR regulation act.

I give permission for my childminder

Gail Macgregor to collect and process non- statutory information about my child such as the name of my child’s GP, interests, likes, and dislikes, as well as sensitive classes of information including my child’s racial or ethnic origin, religious or other beliefs, and physical or mental health details. I understand that this information will be kept confidential.

Parents Signature…………………………………………………………………………………Date………………………………………

Print signature……………………………………………………………………………………………………………………………………..

Childminders Signature………………………………………………………………………Date……………………………………….

10.01.2021