



Burpham Preschool: Data Protection and Retention Policy

Burpham Preschool is committed to protecting the privacy and security of personal information relating to children, parents/carers, staff, volunteers and visitors. We recognise our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We collect and use personal information to provide safe, effective early years education and care, meet safeguarding obligations, communicate with families and fulfil legal and regulatory requirements.

This policy applies to children attending the preschool, parents/carers, employees, students and volunteers and visitors. It applies to both paper and electronic records.

Data Protection Principles

Burpham Preschool will ensure personal data is:

- Processed lawfully, fairly, and transparently.
- Collected for specified and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Stored securely and protected against unauthorised access, loss, or damage.
- Processed in accordance with individuals' rights.

Information Collected

Burpham Preschool collects and processes the following information:

- **Children**
 - Full name, date of birth and home address
 - Attendance records
 - Developmental assessments and learning records
 - Medical and dietary information
 - Safeguarding and welfare information

- Photographs and videos (with consent)
- Funding and eligibility information
- **Parents/Carers**
 - Contact details
 - Emergency contacts
 - Payment and funding information
 - Permissions and consent forms
- **Staff and Volunteers**
 - Employment records
 - DBS and safeguarding checks
 - Payroll and pension information
 - Training and qualification records
 - Performance and disciplinary record

Data Storage and Security

Burpham Preschool takes appropriate technical and organisational measures to protect personal data.

These include:

- Password-protected electronic systems
- Secure cloud-based systems where applicable
- Locked filing cabinets for paper records
- Restricted access to confidential information
- Staff confidentiality agreements
- Secure disposal procedures
- Regular staff training on data protection and confidentiality

Personal data will only be accessed by authorised individuals who require it to carry out their role.

Information Sharing

Burpham Preschool may share information where necessary with local authorities, schools, health professional, safeguarding agencies, Ofsted or HMRC and payroll providers.

Information will only be shared where there is a lawful basis, it is necessary for safeguarding or legal reasons and consent has been provided where required.

Data Retention

Burpham Preschool retain records only for as long as necessary to meet legal, operational, safeguarding and regulatory requirements.

Record Type	Retention Period
Child Records and Learning Journals	Until the child reaches age 21 years and 3 months.
Accident and Incident Records	Until the child reaches age 21 years and 3 months.
Safeguarding Records	Retain until the child's 25th birthday, or transfer securely to their next school.
Attendance Registers	3 years from date of entry.
Medication Records	Until the child reaches age 21 years and 3 months.
Staff Personnel Files	6 years after employment ends.
Payroll Records	6 years plus current tax year.
DBS Information	6 months
Complaints Records	Minimum of 3 years.
Visitor Records	Minimum of 7 years.

When records reach the end of their retention period, they will be securely destroyed by:

- Cross-shredding paper documents

- Permanently deleting electronic files
- Using secure confidential waste services where appropriate

Photographs and Digital Media

Photographs and videos will only be taken and used in accordance with parental permissions. Images may be used for:

- Learning observations
- Displays within the setting
- Promotional materials (where consent has been obtained)

Images will be stored securely and deleted when no longer required.

Data Breaches

Any actual or suspected data breach must be reported immediately to the preschool management team.

Breaches will be investigated promptly, recorded appropriately and reported to the Information Commissioner's Office (ICO) where legally required.

Individual Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion in certain circumstances
- Restrict or object to processing
- Withdraw consent where applicable
- Lodge a complaint with the Information Commissioner's Office

Requests should be made in writing to the preschool management team.

Roles and Responsibilities

The preschool management team is responsible for:

- Ensuring compliance with data protection legislation
- Managing records securely
- Handling data requests and breaches
- Ensuring staff receive appropriate training

All staff are responsible for maintaining confidentiality and following this policy.

Reviewed: May 2026

Next Review: May 2027