**Ruardean Acorns Pre-School statement of intent**

Ruardean Acorns will ensure data is managed in a safe and secure way.

As childcare provider, we have a responsibility to maintain and retain appropriate records and to safely manage data in accordance with the Eight Data Protection Principles of the Data Protection Act 1998.

**The Principles are:**

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless

(a) at least one of the conditions in Schedule 2 is met, and

(b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.

2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

4. Personal data shall be accurate and, where necessary, kept up to date.

5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.

7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Storage**

We will make every attempt to ensure retained hard copies of records are stored in such a way that they cannot be lost, damaged or destroyed but that they could be accessed with reasonable ease should the contents of any record be required. Storage consists of wooden/metal lockable cabinets. The manager has access to retained records so that data is kept secure and that only those with a need to access it are able to do so.

Archived documents such as accident books, medication records, registers and risk assessments etc, will be stored securely, which may include online. Documentation that is saved/scanned to memory sticks, CD’s, PC’s or laptops MUST be encrypted and/or password protected to safeguard the information contained.

**Disposal of Records**

Once retention periods have elapsed records which have been identified as safe for disposal will be destroyed in such a way to protect the sensitivity and/or confidentiality of their contents. This will be by shredding and/or contacting a shredding company, certificates of shredded waste will be kept. The manager is responsibility for the safe disposal of hard copy records amend online records. A disposable schedule will be completed.

|  |  |  |
| --- | --- | --- |
| **Children’s records** | **Retention period** | **Status** |
| Children’s records – including registers, medication record books and accident record books pertaining to the children | Records should be retained for a reasonable period of time (for example 3 years) after children have left the provision  **Ruardean Acorns – Records Retention Periods** | Requirement |
|  | Until the child reaches the age of 21 – or until the child reaches the age of 24 for child protection records | Recommendation |
| Records of any reportable death, injury, disease or dangerous occurrence | 3 years after the date on which it happened | Requirement |
| **Personnel records** | Retention period | Status |
| Personnel files and training records (including disciplinary records and working time records) | 6 years after employment ceases | Recommendation |
| Application forms and interview notes (for unsuccessful candidates) | 6 months | Recommendation |
| CRB Check/Disclosure information | 6 years after employment ceases | Requirement |
| **Pay** |  |  |
| Wage/Salary records (including overtime, bonuses and expenses) | 6 years after employment ceases | Requirement |
| Statutory Maternity Pay (SMP) records | 3 years after the end of the tax year in which the maternity period ends | Requirement |
| Statutory Sick Pay (SSP) records | 3 years after the end of the tax year to which they relate | Requirement |
| Income tax and National Insurance returns/records | At least 3 years after the end of the tax year to which they relate | Requirement |
| Redundancy details, calculations of payments, refunds, notification to the Secretary of State | 6 years from the date of redundancy | Recommendation |
| **Health and Safety** |  |  |
| Staff accident records (for organisations with 10 or more employees) | 3 years after the date of the last entry (there are separate rules for the recording of accidents involving hazardous substances) | Requirement |
| Records of any reportable death, injury, disease or dangerous occurrence | 3 years after the date on which it happened | Requirement |
| Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH) 1999 | 40 years from the date of the last entry | Requirement |
| Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees | Permanently | Recommendation |
| **Financial records** |  |  |
| Accounting records      Nursery Education Grant, Parent Declaration, Head Count Form | 6 years for public limited companies from end of the last company financial year they relate to  6 years + current year  6 years + current year | Requirement |
| **Administration records** |  |  |
| Complaints record book | At least 3 years from the date of the last record | Requirement |
| Insurance liability documents | 40 years from date of issue | Requirement |
| Minutes/minute books | Permanently | Recommendation |

Links to other polices: children and child protection procedures, ICT

This policy was adopted at a meeting of Ruardean Acorns held on 30/4/18

Signed on behalf of Ruardean Acorns...........................................................

Review date: August 2024