**Town Street Playgroup Data Retention Policy**

The General Data Protection Regulation requires Town Street Playgroup to share information with you about data retention after your child has left the setting.

Town Street Playgroup retains the following data:

* Accident, injury and first aid records and medication records using the legal basis of ‘legal obligation’ until your child is 21 years and 3 months old to comply with the Limitation Act 1980, for insurance requirements.
* Parent contracts and attendance registers using the legal basis of ‘vital interest’ for seven years after child has left setting.
* Learning and Development records, using the basis of ‘legal obligation’ until your child leaves the setting
* Photographs of your child used in displays until your child leaves the setting.
* Documentation including your name and payment record for HMRC using the legal basis of ‘legal obligation’ for six years.
* Local Authority Funding forms using the legal basis of ‘contractual necessity’ for the time determined by the LA.
* Record of your email address for up to one year after your child leaves the setting so you can be contacted about Playgroup events.

Other data relating to staffing is retained in line with the “Retention Periods for Records” guidance from the Preschool Learning Alliance.

If Town Street Playgroup closes, documentation will be kept for as long as legally required. It will be stored securely at the Playgroup leader’s home and then erased securely by shredding or deleting of online records.

You have the right to ask for data held about you and your child to be erased. However, if there is a legal requirement to keep the data, then exemptions to the “right to erasure” apply.

 May 2018