

**Data Collection and Retention Policy**

Busy Bees Preschool is required to collect personal information for its employers, committee members, children, parents and visitors. In order to comply with the conditions of the General Data Protection Regulation (GDPR)2018 and the Information Commissioners office, (ICO) Busy Bees are required to state what data is collected, why we collect your personal data, what it is used for and who we will share it with. we also need to inform you how long we must keep it for and why.

Busy Bees will keep any data confidential and only share when consent has been obtained except in cases of safeguarding and welfare of the child where we are obligated to share.

**What data do we collect?**

1. Name, address and contact details of parent/s or person with parental responsibility, employees and committee members
2. Email address
3. Name and contact details of emergency contacts
4. Name and date of birth of your child/ren
5. Details of any medical conditions/medication
6. Details of child’s GP/Health visitor
7. Parents and employees NI number
8. DBS numbers
9. Childs proof of age (birth certificate)
10. Children’s reports, preschool or from outside professionals
11. Photographs
12. Childs name on artwork

**Why do we collect your data?**

Busy Bees store personal information to comply with Statutory requirements, for example HMRC (for funding), The Framework for the Early Years Foundation Stage (EYFS) as well as Ofsted. This enables us to:

1. In order to process invoices
2. To fill out medication forms
3. To keep records of your child/rens development and observations
4. Report details and observations
5. Report safeguarding issues
6. Writing two-year progress check
7. To record details of any accidents/incidents whilst in own care.
8. To prove eligibility for funding
9. To fill out funding (EYFE) contracts

**How we will store your data?**

All data that is collected is stored in a filing cabinet within a locked cupboard. Some records are kept on a password protected laptop.

Photos are taken on a tablet or work iPhone and deleted once they are uploaded to tapestry.

Artwork and pictures displayed in the setting (first names only).

**Who will we share your data with?**

We will only share the data where it is obligation to under legislation e.g. Ofsted/social services/local authority.

Unless it is a case of child protection we will always obtain your permission to share this data.

**How long will we keep your data?**

Busy Bees is required to keep registers of children’s attendance for three years once they have left.

we are required to keep Accident/incident reports on the children for three years once they have left.

We are advised to keep contracts and children’s record forms for 3 years

Childs learning development records leave with the child and any copies held by us will be destroyed.

A copy of the child’s two-year progress check will be retained for three years once they have left.

Any photographs used for advertising will also be subject to separate consent.

Taken from The Pre-School Early Years Alliance.

Nov 2024

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