**🌟 Data Retention Policy –Little Wonderland Nursery Ltd**

**1. Purpose**

This policy outlines how long we keep children's personal data after they leave our Early Learning and Childcare (ELC) setting, in line with GDPR and statutory requirements.

**2. General Retention Periods**

* **Children’s records (including learning journeys, registration forms, and development reports):**
➔ Kept for **3 years** after the child leaves the setting.
* **Accident and incident records:**
➔ Kept until the child reaches **21 years** of age.
➔ If the record involves a child protection issue, it will be kept until the child is **24 years** old.
* **Financial records (e.g., funding claims, invoices, payment records):**
➔ Kept for **6 years** for tax and audit purposes.
* **Safeguarding records:**
➔ Kept until the child reaches **24 years** of age, or longer if necessary for legal reasons.

**3. Secure Disposal**

All data that is no longer needed will be securely destroyed, either by shredding physical documents or securely deleting electronic files.

**4. Parent/Carer Requests**

Parents/carers can request access to their child's information at any time while the data is held. Requests should be made in writing.

**5. Review**

This policy will be reviewed annually to ensure compliance with updated legislation.