



# Retention Policy

## *Bumble & Bloom Childcare*

This policy sets out how long we keep different records and how they are securely destroyed when no longer needed, in line with UK GDPR and statutory guidance.

### Retention periods

- Child registration and attendance records: until the child's 25th birthday.
- Accident and incident records: until the child's 25th birthday.
- Safeguarding records: until the child's 25th birthday, or longer where required by the local safeguarding partnership.
- Medication records: 3 years after the last dose.
- Financial and tax records: 6 years plus current year.
- Staff recruitment, DBS and training records: 6 years after leaving.
- Website enquiry forms and marketing consents: up to 2 years unless renewed.

### How records are stored

- Paper records are stored in a locked cabinet.
- Digital records are stored on password-protected, encrypted devices and services.
- Backups are made regularly and stored securely.

### Secure destruction

- Paper records are shredded.
- Digital records are permanently deleted from all devices and cloud storage.
- A log is kept of destroyed safeguarding records.

### Sharing on transition

- Where a child moves to another setting or school, relevant records (including safeguarding) are securely transferred in line with statutory guidance.

### Review

- This policy is reviewed annually.