

Leadership and Management

Record retention



How long should I store records/data is a question often asked.

There is not a definitive answer to this question as there are many different types of data that early year's settings hold, such as; staff details, children's development and health records, safeguarding documents, incidents/accidents records and financial information etc, all of which have different retention periods to consider.

However, as a general rule, the ICO (Information Commissioner's Office) recommends that you keep children's records until the child reaches 25 years of age.

TASK

Use the information/links below to inform your practice, review your policies and complete your own risk assessments regarding the records you retain.

- Information and Commission Office- [Home | ICO](#)
- Specific Early years support from the ICO-[Data protection tips for early years settings | ICO](#)
- How long should I store data FAQ's- [Data storage, sharing and security | ICO](#)
- Useful reading from a the London Borough of Hounslow [Retention Periods for Records 2022.pdf \(govdelivery.com\)](#)
- Fact sheet from Pacey-[Fact Sheet title \(pacey.org.uk\)](#)