

**RETENTION POLICY FOR STAFF***WRITTEN BY RACHAEL DUNPHY | DATE: 16/09/2023*

From May 25th 2018, my setting will adhere to The General Data Protection Regulation (GDPR). This is an EU directive that all UK businesses are required to follow as law. The UK Government has stated that it will continue to enforce GDPR irrespective of a UK exit from the EU.

I am required by the EYFS 2017 to collect and gather information on the staff, students and volunteers working at my setting. Under the new GDPR regulations, I am required to inform people as to how and why I collect the data, how this data will be shared, how it will be retained, and why and how I will delete certain information when a member of staff leaves the setting.

I would like parents and carers to know that when an adult leaves my setting, I may keep data pertaining to the following areas:

**Retention for Staff Records**

Name of Data collected	The legal basis for keeping the records	Retention period	After retention
Name of data Collected  Staff application forms including those of who were not successful in securing a job at the setting	The legal basis for keeping the records  Limitation Act 1980 Legal obligation Legitimate interest	Retention Period  6 months and no longer than 1 year	After retention period:  Data collected on the computer or any technological device will be erased completely from the system.  Data which is in paper format will be shredded
Staff personal files including all	Limitation Act Legal Obligation	6 years after the termination of	Data collected on the computer or any

<p>personal data relating to name, address, telephone details, appraisals and the such like.</p>	<p>Legitimate Interest</p>	<p>employment</p>	<p>technological device will be erased completely from the system.</p> <p>Data which is in paper format will be shredded</p>
<p>Financial information including tax codes, wage and salary information, payroll and pensions</p>	<p>Limitation Act Legal Obligation Legitimate Interest</p>	<p>It is essential that our setting can demonstrate to HMRC that I have reported accurately. I am required to keep this information for 3 years after the end of the tax year that they relate to.</p>	<p>After the retention period:</p> <p>Data collected on the computer or any technological device will be erased completely from the system.</p> <p>Data which is in paper format will be shredded</p>

If you have any questions about my policy/procedures or would like to make any comments, please ask.

SIGNED

DATED

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