



GDPR Policy

Honey Pot Childminding will store information about parents and children in the setting. Here is a list of documents that will be held:

- Contracts
- Registration forms
- Accident forms
- Incident forms
- Medication forms
- 2 year progress checks
- School transition report
- Learning journals
- Existing injuries
- Safeguarding reports
- 2, 3 and 4-year-old funding forms

Information held on children, parents and staff will be updated annually, unless otherwise stated.

Information that will be handed to the parent,

- Learning journals

Information that will be kept until the child is 21 years and 3 months,

- Accident forms
- Incident forms
- Medication forms
- Existing injuries
- Safeguarding reports

Information that will be destroyed after 1 year of creating the document or 1 year after the child has left our setting,

- 2 year progress check
- School transition
- 2, 3 and 4-year-old funding forms
- Registration Forms

- Contracts

All information in which Honey Pot Childminding will store has been lawfully processed, please see my confidentiality and privacy policy.

Signature: