

## **Retention of Records Policy**

Bunnies will retain records as required by legislation and GDPR.

These are set by Ofsted and are detailed in the table below from the pre-school learning alliance.

Current active records will be kept in a locked filing cabinet in the storage room.

Archived records will be stored off site, on discs for possible future use. These discs will be dated and password protected.

The time periods of retention will be checked annually when policies are updated.

[https://www.bansteadbunnies.co.uk/wp-content/uploads/2019/08/retention\\_periods\\_for\\_recordsSept2019.pdf](https://www.bansteadbunnies.co.uk/wp-content/uploads/2019/08/retention_periods_for_recordsSept2019.pdf)