



## **Dream Nannies**

### **Data Retention Policy**

This policy is subject to the laws relating to data protection and document retention. We are required under legislation to keep certain records about children, parents and also candidates: nannies/babysitters. Due to this legislation, we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Data Protection policy..

#### **Families' records**

- Families' records for babysitting: all information will be kept for 2 years from the date of the services being cancelled.
- Families' register for nanny placements: all information will be kept for 2 years after a placement has been successful. If the placement is unsuccessful, it will be kept for a month.

#### **Hotel Records**

- All the general contact information we keep from hotels is public and available online for business purposes. Hence we will keep this information in our records.
- Hotel guests who use our services: all information collected will be kept for 7 years.

#### **Babysitters and Nannies' records**

- Babysitters' records will be kept for 5 years from the end of their agreement with us.
- Nannies' records will be kept for as long as the nanny is registered with Dream Nannies Agency. Once they cancel their registration, their files will be kept for 5 years.

### **Unsuccessful Candidates**

- Records of any candidates who are unsuccessful during the recruitment process will be kept for 6 months from the date in which they are deemed unsuccessful.

### **Children's Accidents**

- The Agency doesn't keep children's records (apart from the information supplied by the family on their registration form). Notes on any accidents or injuries that occur under the supervision of the babysitter are kept on the babysitter's folder if they are reported by the family. We will keep this information for as long as we keep the babysitter's folder as specified under "Babysitters and Nannies Section"

### **Safeguarding Records**

- If any of our nannies/babysitters are reported for a safeguarding issue, we will keep the records in their folder. This information will be kept until the child is 25 years old, superseding the normal procedure of destroying child-carers records after 5 years of their leaving date.
- If any of our child-carers raises a safeguarding issue, we will keep the records with the family information. This information will be kept until the child is 25 years old, superseding the normal procedure of destroying staff family records after 2 years of their leaving date.

### **Records of any reportable death, injury, disease or dangerous occurrence (for children)**

- As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and three months.

### **Records of any reportable death, injury, disease or dangerous occurrence**

- 10 years (Type of accidents include fractures, broken limbs, serious head injuries or where the child is hospitalised).

Reviewed on: January 2020

Signed on behalf of the Agency: *D Kireni*

Next review date: January 2021