

Early Years Data Retention Schedule



This schedule details the document type, what the information is used for, how it is stored and when the data is deleted/ anonymised.

Data relating to financial records

The following documentation will be kept active until the end of the financial year as per the table below. Information is then archived and will be stored on Trafford's secure network. In accordance with Trafford Council's policy, data relating to financial records will be stored for 6 years after the end of the financial year to which it relates.

Documentation	What it is used for	How it is stored	Retention Period
Early Education Parent Declaration Forms	To process funding applications and check for eligibility for additional funding.	Electronic forms will be stored on our web system. Email notifications will be stored in the relevant email folder with restricted access. Paper forms will be stored in a locked cupboard.	6 years
Headcount Forms	To confirm the number of hours a provider should be paid for each child claiming early education funding.	Stored on Trafford's secure network with restricted access. Hard copies stored in a locked cupboard with restricted key access.	6 years
Funded Summary Reports	Confirms to providers the children who have applied for funding at the given point in time.	Stored on Trafford's secure network with restricted access.	6 years
30 Hours Audit Reports	Confirms the end date of the 30 Hours codes which have been validated by provider.	Stored on Trafford's secure network with restricted access.	6 years

Documentation	What it is used for	How it is stored	Retention Period
Early Years Census Information	Submit information relating to funded children and childcare providers in Trafford to the Department of Education on an annual basis.	Stored in the EYP Hub which has restricted access.	6 years
Inclusive Childcare Scheme: Provider applications, Parent declarations and Provider/Parent evaluations	To agree funding for the provider which will allow children to attend their early education sessions.	Electronic forms will be stored on our web system. Email notifications will be stored in the relevant email folder with restricted access.	6 years
Payment requests	To make Early Education funding payments to providers.	Stored in a locked cupboard with restricted key access.	6 years
EY SEND Funding Forms: Provider applications and supporting information, Parent declarations and Provider/Parent evaluations	To agree funding for the provider which will allow children to attend their early education sessions.	Electronic forms will be stored on our web system. Email notifications will be stored in the relevant email folder with restricted access.	6 years
Capital Grant application and monitoring information	To apply for early years capital grant funding and monitoring of spend.	Stored on Trafford's secure network with restricted access.	6 years
Provider Agreements	Confirmation the provider has agreed to be included on the Directory of Early Education providers.	Stored in a locked cupboard with restricted key access whilst active.	6 years
Membership and Training Booking Forms	Applications for annual membership scheme and early years training courses.	Electronic forms will be stored on our web system. Email notifications will be stored in the relevant email folder with restricted access.	6 years
Training registers and	To update delegate status on	Scanned copies saved on Trafford's	6 years

Documentation	What it is used for	How it is stored	Retention Period
signing in sheets at SWCC	SLA/proof of attendance/Health and Safety.	secure network with restricted access.	
Learning and development programme record	To administer and monitor the training programme.	Stored on Trafford's secure network with restricted access.	6 years
Qualifications programme record	To administer and monitor the qualifications programme.	Stored on Trafford's secure network with restricted access.	6 years

Data collected for other purposes

The following documentation will be kept active for 12 months. After this time the information will be deleted.

Documentation	What it is used for	How it is stored	Retention Period
Free school meal check for schools	To check if nursery aged children are eligible for Free School Meals.	Stored on Trafford's secure network with restricted access.	1 year
30 hours code check for all providers	To check if a child was eligible for 30 hours funding.	Stored on Trafford's secure network with restricted access.	1 year

Other data collected

Any other ad hoc information collected will be stored in line with Trafford's policy for the duration it is required. It will then be disposed of or anonymised.