

CYLCH MEITHRIN TREFEURIG

POLISI CYFRINACHEDD A DIOGELU DATA

Bydd **Cylch Meithrin Trefeurig** yn dilyn y polisi hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd arweinydd **Cylch Meithrin Trefeurig** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin Trefeurig** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu'r wybodaeth yma. e.e. Rhoi'r polisi ar wefan y cylch; rhoi'r polisi mewn llawlyfr i rieni; rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw rhieni a gofalwyr at bolisi mewn nosweithiau / boreau i rieni. Nid yw'r rhestr hon yn gyflawn.)

- 1 Rhoi'r polisi mewn cyntedd y cylch yn y ffeil polisïau.
- 2 Tynnu sylw rhieni at bolisi mewn cyfarfod a nosweithiau rieni

ADOLYGWYD GAN

DYDDIAD

(Enw)

(Llofnod)

(Pryd)

(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny'n berthnasol, os ydych wedi gwneud newidiadau iddo.)

CYLCH MEITHRIN TREFEURIG

CONFIDENTIALITY AND DATA PROTECTION POLICY

Cylch Meithrin Trefeurig follows this policy, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin Trefeurig** will ensure that every member of staff understands this policy.

Cylch Meithrin Trefeurig will ensure that parents and carers are aware of this policy by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

- 1 The policy will be placed in the entrance to the cylch in the policy file
- 2 We will draw the parents attention to the policy during meetings and parents evenings.

REVIEWED BY

DATE

(Name)

(Signature)

(Date)

(It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.)

POLISI CYFRINACHEDD A DIOGELU DATA

Mae'r polisi hwn yn berthnasol i holl weithwyr cyflogedig, gwirfoddolwyr, myfyrwyr ar brofiad gwaith, aelodau o bwyllgor y Cylch Meithrin, y plant o dan ein gofal a'u teuluoedd. Gall torri'r Polisi hwn arwain at achos disgyblu a gall achosion difrifol arwain at ddiswyddo yn ôl trefn disgyblu'r Cylch Meithrin.

Nod

Mae gan bawb hawliau o ran sut mae eu gwybodaeth bersonol yn cael ei thrin. Mae'r Cylch Meithrin yn cydnabod bod angen trin yr wybodaeth hon mewn ffordd briodol a chyfreithlon.

Nod y Cylch Meithrin yw sicrhau y cedwir pob gwybodaeth am yr holl weithwyr cyflogedig, gwirfoddolwyr, myfyrwyr ar brofiad gwaith, ac aelodau o bwyllgor y cylch meithrin, rhieni/gofalwyr/gwarcheidwaid a'r plant yn ddiogel ac yn gyfrinachol yn unol â gofynion y Rheoliad Gwarchod Data Cyffredinol (RhGDC) (*General Data Protection Regulation, GDPR*). Y Cylch Meithrin yw'r rheolwr data ar gyfer unrhyw ddata personol sy'n cael ei brosesu.

Ni fydd gwybodaeth yn cael ei rhannu na'i ddatgelu i bersonau / asiantaethau nag sy'n gymwys i dderbyn yr wybodaeth.

Hawliau Plant

Mae'r polisi hon yn rhan o sicrhau fod y Cylch Meithrin yn parhau hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant bob amser wneud yr hyn sydd orau i bob plentyn.

Erthygl 14: Mae gan blant yr hawl i feddwl a chreu'r hyn a fynnant ac i arfer eu crefydd, cyhyd ac nad ydynt yn cadw pobl eraill rhag mwynhau eu hawliau.

Erthygl 16: Mae gan blant yr hawl i breifatrwydd. Dylai'r gyfraith eu cadw rhag ymosodiadau ar eu ffordd o fyw, eu henw da, eu teuluoedd a'u cartrefi.

CONFIDENTIALITY AND DATA PROTECTION POLICY

This policy is relevant to all employees, volunteers, students on placement or work experience and members of the Cylch Meithrin committee. Breaching this policy could lead to disciplinary procedures and serious incidents could lead to dismissal in line with the Cylch Meithrin's disciplinary procedure.

Aim

Everyone has rights regarding how their personal information is treated. The Cylch Meithrin recognises the need to treat this information in an appropriate and lawful manner.

The aim of the Cylch Meithrin is to ensure that all information regarding employees, volunteers, students on work experience and members of the Cylch Meithrin committee, parents/carers/guardians and children is kept securely and confidentially as required by the General Data Protection Regulation (GDPR). The Cylch Meithrin is the data controller for any personal data processed.

No information will be shared or revealed to persons/agencies who are not authorised to receive the information.

The Rights of the Child

This policy aims to ensure that the Cylch Meithrin respects children's rights as stated in the United Nations Convention on The Rights of the Child, specifically:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 14: Children have the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights.
- Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

Rheoliad Gwarchod Data Cyffredinol (RhGDC) (2018)

Nid bwriad y Ddeddf yw atal casglu a phrosesu data personol¹, ond sicrhau ei fod yn cael ei wneud yn deg a heb effeithio'n negyddol ar hawliau'r unigolyn. Er mwyn i ddata personol gael eu prosesu'n gyfreithlon, mae'n rhaid bodloni amodau penodol.

Mae'r Cylch Meithrin yn ymrwymo i sicrhau y bydd data personol yn cael ei gadw, ei brosesu, a'i drosglwyddo yn ôl y Rheoliad Gwarchod Data Cyffredinol (2018) drwy sicrhau bod data personol a categorïau arbennig o ddata personol²:

- yn cael ei brosesu mewn ffordd teg, cyfreithlon a thryloyw.
- yn cael ei gasglu at ddibenion penodol, eglur a dilys.
- yn gywir, a lle bo angen, yn gyfoes.
- yn cael ei gadw mewn ffurf adnabyddadwy dim ond am y cyfnod sy'n angenrheidiol.
- yn cael ei brosesu ar gyfer pwrpasau cyfyngedig ac mewn ffordd briodol.
- yn ddigonol, yn berthnasol, yn angenrheidiol, ond nid yn ormodol at y diben.
- yn cael ei brosesu yn unol â hawliau'r unigolyn.
- yn cael ei gadw'n ddiogel.
- yn cael ei drosglwyddo dim ond i eraill sydd â phrosesau diogelwch digonol.

Hawliau Parthed Data a Gedwir am Unigolion

Ystyrir unrhyw wybodaeth sy'n ymwneud ag 'unigolyn byw, adnabyddadwy' yn ddata personol. Mae'n golygu unigolyn byw y gellir ei adnabod, yn uniongyrchol neu'n anuniongyrchol. Nid yw ystadegau yn cyfri fel data personol.

Mae hawl gan unigolion i gael mynediad at yr wybodaeth a gedwir amdano/amdani yn awr ac yn y man o fewn rheswm. Dylid gwneud ceisiadau yn ysgrifenedig i'r Cylch Meithrin, a fydd yn ymateb i'r ceisiadau hyn. Fe fydd y Cylch Meithrin yn dilyn canllawiau Swyddfa'r Comisiynydd Gwybodaeth wrth ddelio ag unrhyw geisiadau o'r fath³, a cheir mwy o fanylion ar y ffurflen 'GDPRMM3: Proses Cais Mynediad at Wybodaeth gan Unigolyn'⁴.

1 Mae'r RhGDC/GDPR yn diffinio Data Personol fel unrhyw gwybodaeth sydd yn cyfeirio at unigolyn canfyddadwy y gellir adnabod unigolyn yn uniongyrchol neu'n anuniongyrchol ohonni. Mae'r diffiniad yn galluogi ystod eang o ddynodwyr i'w hystyried fel dynodwr personol e.e. enw, rhif adnabod, gwybodaeth lleoliad, dynodwr ar lein, er mwyn adlewyrchu newidiadau technolegol a'r ffyrdd y mae sefydliadau yn casglu gwybodaeth am unigolion.

² Swyddfa'r Comisiynydd Gwybodaeth 'Special category data' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

³ Swyddfa'r Comisiynydd Gwybodaeth 'Right of access' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

⁴ Mae copi o'r ffurflen ar gael yma: <https://intranet.meithrin.co.uk/prosesau-a-thempledir-rhddc-gdpr/> Polisi Cyfrinachedd a Diogelu Data / Confidentiality and Data Protection Policy Mai 2018 CM f3

General Data Protection Regulation (GDPR) (2018).

The purpose of the Act is not to prevent the collection and processing of personal data⁵, but to ensure that it is done fairly and without effecting the rights of the individual. In order for personal data to be lawfully processed, certain conditions must be met.

The Cylch Meithrin is committed to ensuring that personal data will be kept, processed and transferred according to the General Data Protection Regulation (2018) by ensuring that personal data and special categories of personal data⁶ are:

- is processed in a fair, transparent and lawful manner.
- is collected for specific, clear and valid purposes.
- is correct, and where necessary, up-to-date.
- is only kept in a recognisable format only for the necessary period of time.
- is processed only for specific purposes and in an appropriate way.
- is sufficient, is relevant, is necessary and not excessive to the purpose.
- is processed in line with the rights of the individual.
- is kept securely.
- is transferred only to others who have sufficient security processes.

Rights regarding Data which is held on an Individual

Any information which relates to a 'living, identifiable individual' is considered to be personal data. It refers to an identifiable person who can be directly or indirectly identified. Statistics do not count as personal data.

An individual has the right to access the information which is kept about them from time to time and within reason. Applications should be made in writing to the Cylch Meithrin, who will respond to the application. The Cylch Meithrin will follow the Information Commissioner's Office's guidelines when dealing with any applications of this nature, further information can be found on the form 'GDPRMM3: Subject Access Request Process'⁷

⁵ The GDPR defines Personal Data as any information relating to an identifiable person who can be directly or indirectly identified. The definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

⁶ Information Commissioner's Office: 'Special category data' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

⁷ A copy of the form is available here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

Fe fydd y Cylch Meithrin yn cofnodi unrhyw gais am wybodaeth o'r fath, a'i chadw ar ffurflen briodol⁸.

Fe fydd y Cylch Meithrin yn dweud wrth unigolyn am eu hawliau pan fydd y Cylch yn casglu gwybodaeth bersonol. Mae gan bawb hawl:

- i gael gwybod (am eu hawliau ac am y ffaith bod eu data yn cael ei brosesu).
- i gael mynediad at y data personol rydych yn ei gasglu. (*Cais Mynediad at Ddata / Subject Access Request*).
- i gywiro'r gwybodaeth personol rydych yn ei gadw.
- i ddileu'r gwybodaeth personol rydych yn ei gadw.
- i gyfyngu prosesu'r gwybodaeth personol rydych yn ei gadw.
- i symudadwyedd ('*portability*') data (e.e. i symud eu data o un sefydliad i un arall)
- i wrthwynebu i chi casglu neu phrosesu'r gwybodaeth personol.
- mewn perthynas â defnyddio'r data personol i wneud penderfyniadau awtomataidd.

Swyddfa'r Comisiynydd Gwybodaeth

Mae **Cylch Meithrin Trefeurig** wedi ei gofrestru fel Rheolwr Data ar y gofrestr Diogelu Data a gedwir gan y Comisiynydd Gwybodaeth⁹.

Mae copi o'r dystysgrif yn cael ei arddangos ar hysbysfwrdd y lleoliad / ar gael gan Jacqueline James. Cyfeirnod Cofrestru'r Cylch yw: **ZA476565**.

Pencampwr Data

Mae'r Cylch Meithrin wedi penodi Pencampwr Data. Os oes gennych unrhyw gwestiwn, neu os hoffech gweithredu eich hawliau, cysylltwch gyda'r Pencampwr Data gan ddefnyddio'r manylion cyswllt a noder isod.

⁸ Ceir templed o ddogfen Basdata Cofnodi Ceisiadau Mynediad at Wybodaeth yma :

<https://intranet.meithrin.co.uk/prosesau-a-thempledir-rhddc-gdpr/>

9 Cofrestr Rheolwyr Data <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>
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At Sylw: Pencampwr Data Cylch Meithrin Trefeurig

Jacqueline James

cmtrefeurig@gmail.com

Cylch Meithrin Trefeurig

Y Caban

Ysgol Penrhyncoch

Penrhyncoch

Aberystwyth

SY23 3EH

The Cylch Meithrin will record of any such requests, and keep them on an appropriate form¹⁰.

The Cylch Meithrin will inform individuals of their rights when the Cylch collects personal data. Everyone has the right to:

- to be informed (of their rights and of the fact that their data is being processed).
- to access the personal data that you collect. (Subject Access Request).
- to verify the personal data that you hold about them.
- to delete the personal data that you hold about them.
- to restrict the processing of the personal data that you hold about them.
- to the portability of data (e.g. moving data from one organisation to another).
- to object to your request to collect or process their personal data.
- in relation to using the personal data for automated decision making and profiling.

Information Commissioner's Office

Cylch Meithrin Trefeurig is registered as a Data Controller on the Data Protection register which is held by the Information Commissioner¹¹.

A copy of the certificate is displayed on the notice board at the setting / is available from Jacqueline James. The Cylch Meithrin's Registration Number is: ZA476565.

Data Champion

The Cylch Meithrin has appointed a Data Champion. Should you have any questions, or should you wish to exercise any of your rights, please contact the Data Manager using the details set out below.

¹⁰ A template for a Subject Access Request Database can be found here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

¹¹ Register of Data Controllers <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>
Polisi Cyfrinachedd a Diogelu Data / Confidentiality and Data Protection Policy Mai 2018 CM f3

FAO: Data Champion Cylch Meithrin Trefeurig

Jacqueline James

cmtrefeurig@gmail.com

Cylch Meithrin Trefeurig

The Cabin

Ysgol Penrhyncoch

Penrhyncoch

Aberystwyth

SY23 3EH

Cod Ymarfer

Mae'r Cylch Meithrin yn disgwyl i holl weithwyr cyflogedig, gwirfoddolwyr, myfyrwyr ar brofiad gwaith, ac aelodau o bwyllgor y Cylch Meithrin fod yn ymwybodol o, deall, a dilyn y polisi hwn.

Mae'r Cylch Meithrin yn ymrwmo i:

- gymryd pob cam sydd yn ymarferol bosib i sicrhau diogelwch unrhyw ddata personol a gesglir ac / neu a gedwir gan y Cylch Meithrin.
- sicrhau cyflwyno'r polisi hwn fel rhan o raglen anwytho staff newydd.
- nodi'n glir pwy (e.e. staff /gwirfoddolwyr / rheolwyr / aelodau pwyllgor) sydd yn cael mynediad at ddogfennau a ffeiliau penodol (e.e. mewn cyfarfod swyddogol megis cyfarfod pwyllgor neu gyfarfod rheoli) sy'n cael ei gofnodi gan nodi'r penderfyniad.
- sicrhau mai dim ond unigolion sydd â hawl i fynediad at y data, ac sydd angen cael mynediad at y data sydd yn medru cael at y data.
- ddiogelu unrhyw ddogfennau a ffurflenni sy'n nodi unrhyw wybodaeth bersonol am aelod o staff, myfyrwyr ar leoliad gwaith, gwirfoddolwyr, aelodau o'r pwyllgor/tîm rheoli, rhieni/gofalwyr/gwarcheidwaid a'r plant e.e. ffeil bersonél, gwybodaeth bersonol y plentyn, cofnodion cyflogau, manylion iechyd.
- sicrhau bod angen cyfrinair er mwyn cael mynediad at offer digidol sydd yn storio gwybodaeth sensitif.
- beidio gadael data personol mewn man cyhoeddus.
- ofyn am ganiatâd gan rieni i rannu manylion gyda cyrff allanol at bwrpasau arolygu (e.e. Estyn eisiau gweld cofnod cynnydd / Mudiad Meithrin eisiau gweld cofnod cynnydd fel rhan o'r cynllun achredu ansawdd).
- drefnu rhannu gwybodaeth gyda rhieni/gofalwyr/gwarcheidwaid am eu plentyn mewn man/ystafell breifat.
- ddilyn canllawiau'r Polisi hwn ynglŷn â chadw unrhyw wybodaeth gyfrinachol yn ddiogel.
- ddilyn canllawiau'r **Polisi E-Ddiogelwch** ynglŷn â chadw unrhyw wybodaeth ddigidol yn ddiogel.

Code of Practice

The Cylch Meithrin expects all employees, volunteers, work experience students, and members of the Cylch Meithrin committee to be aware of, to understand, and to follow this policy.

The Cylch Meithrin is committed to:

- taking every step that is reasonably practicable to ensure the security of any personal data which is collected and/or kept by the Cylch Meithrin.
- ensuring that this policy is presented to new staff members as part of their induction programme.
- clearly stating who (e.g. staff / volunteers / managers / committee member) is permitted to access specific documents and files (e.g. in an official meeting such as a committee or management meeting) where minutes are kept and the decision recorded).
- ensuring that only individuals who are permitted to access the data, and require access to the data are able to access the data.
- securing any documents and forms which state any personal information about a member of staff, work experience student, volunteer, committee member/management team, parents/carers/guardians or child e.g. personnel file, child's personal information, employee records, health details.
- ensuring that a password is needed to gain access to digital equipment where sensitive information is stored.
- not leaving personal data in a public place.
- asking for appropriate permission from parents in situations where external bodies wish to gain access to part of a child's data (e.g. Estyn want to see a progress record / Mudiad Meithrin want to see a progress record as part of the quality accreditation scheme).
- sharing information with parents/carers/ guardians regarding their child in a private area / room.
- follow the **E-Safety Policy** guidelines with regards to storing any digital information securely.

Cyfrifoldeb y Lleoliad fel Deiliad Gwybodaeth Bersonol

Ni ddylid datgelu gwybodaeth bersonol am staff, myfyrwyr ar brofiad gwaith, gwirfoddolwyr, aelodau o'r pwyllgor/tîm rheoli, rhieni/gofalwyr/gwarcheidwaid na'r plant i unrhywun y tu mewn, na'r tu allan i'r Cylch Meithrin, os nad oes angen amlwg i'r lleoliad i wneud hynny i gyflawni ei waith.

Fe fydd y Cylch Meithrin yn:

- rhannu datganiad preifatrwydd gydag unigolion sydd yn esbonio pa ddata rydych yn ei gasglu fel sefydliad, o ble mae'r data yn dod, dibenion a'r sail gyfreithiol ar gyfer prosesu, hawliau'r unigolyn (gan gynnwys yr hawl i dynnu caniatâd yn ôl ac i gyflwyno cwyn), derbynwyr posib y data, ac unrhyw ganlyniadau methu a darparu data.
- penodi unigolyn o fewn y sefydliad i fod yn gyfrifol am Ddiogelwch Data, ac yn cofnodi'r penderfyniad hyn.
- cynnal awdit o'r data sy'n cael ei gadw a'i phrosesu gan y cylch. Fe fydd yr awdit yn nodi pam mae'r data yn ei gasglu, ar gyfer beth, sut, ble mae'n cael ei gadw, ac am ba hyd¹².
- sicrhau dinistrio unrhyw wybodaeth nad oes angen ei gadw yn ddiogel.
- diogelu unrhyw ddata personol sydd yn cael ei gadw.
- cydymffurfio gydag unrhyw geisiadau am wybodaeth personol gan unigolion, gan gadw cofnod o'r ceisiadau ar ffurflen priodol.

Rhannu Gwybodaeth a Cheisiadau am Wybodaeth

Dim ond y **Person Cofrestredig / Arweinydd** neu'r sawl sy'n dirprwyo iddo / iddi sydd â'r hawl i rannu gwybodaeth gyfrinachol gydag asiantaethau eraill (e.e. AGC, Estyn, Gwasanaethau Cymdeithasol, Mudiad Meithrin).

Rhaid bod yna sail cyfreithiol ar gyfer unrhyw geisiadau prosesu data personol. Mae 6 sail cyfreithiol posib:

1. Cydsyniad/caniatâd y 'data subject' i wneud
2. Cytundeb - mewn cyswllt â chytundeb/archeb/darparu gwasanaeth
3. Er budd y cyhoedd (e.e. CCTV mewn gofod cyhoeddus)
4. Yn niddordeb hanfodol y 'data subject'/unigolyn
5. Yn ein diddordeb cyfreithlon i gasglu (buddiannau cyfreithlon)
6. Rhwymedigaeth gyfreithiol i gasglu

Lle bo hynny'n briodol, gellir casglu gwybodaeth oddi wrth a'i rhannu, o dderbyn cais dilys, â'r sefydliadau neu'r unigolion a rhestr isod.

¹² Ceir Ttemplod o Rhestr Wirio ar gyfer cwblhau awdit data yma: <https://intranet.meithrin.co.uk/prosesau-a-themplodir-rhddc-gdpr/>



The Setting's Duty as a Holder of Personal Information

Personal information about staff, work experience students, volunteers, committee/management team members, parents/carers/guardians or children should not be shared with anyone inside or outside of the Cylch Meithrin, if there is no obvious need for the setting to do this to fulfil its role.

The Cylch Meithrin will:

- share a privacy notice with individuals, which explains which data is collected by the organisation, where the data comes from, the purpose and legal reason for collecting the data, the rights of the individual (including the right to rescind consent and to make a complaint), the possible receivers of the data, and any consequences of failing to provide the data.
- appoint a person within the organisation to be responsible for Data Security, and minute this decision.
- conduct an audit of the data which is collected and processed by the Cylch. The audit will note what data is collected, why it is collected, how it is collected, where it is kept and for how long¹³.
- make sure that any data that is not required is safely disposed of.
- protect any personal data that is kept.
- comply with any requests for personal data from individuals, keeping a record of these requests on an appropriate form.

Sharing Information and Requests for Information

Only the **Registered Person / Leader** or his/her deputy has the right to share confidential information with other agencies (e.g. CIW, Estyn, Social Services, Mudiad Meithrin).

There must be lawful grounds for any requests to process personal data. There are 6 possible legal grounds:

1. consent / permission of the 'data subject' to do so.
2. Agreement – in relation to contracts/orders/service delivery.
3. For the benefit of the Public (e.g. CCTV cameras in public spaces).
4. In the intrinsic interest of the 'data subject' / individual.
5. It is our legal interest to collect (legal benefits).
6. A legal duty to collect.

Where appropriate, information may be collected from and shared, following the receipt of a valid application, with the following organisations or individuals:

¹³ A template for the data audit checklist can be found here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

Fe fydd y Cylch Meithrin yn dilyn canllawiau Swyddfa'r Comisiynydd Gwybodaeth ar rannu gwybodaeth wrth ddelio ag unrhyw geisiadau o'r fath, ac yn sicrhau cofnodi unrhyw gais am wybodaeth o'r fath, a'i chadw ar ffurflen briodol¹⁴.

- Yr unigolyn ei hun neu'r rhiant/gwarchodwr/gwarcheidwaid ar ran y plentyn.
- Cyflogwyr: cyn-gyflogwyr, cyflogwr presennol a darpar gyflogwyr.
- Cyllid y Wlad
- Y Swyddfa Gartref
- Adran Gwaith a Phensiwn (*DWP*)
- Yr Heddlu
- Gwasanaethau Cymdeithasol
- AGC
- Y Person Cofrestredig / Cadeirydd y Pwyllgor Rheoli / Rheolwr y Feithrinfa.
- Yr Adran Addysg Lleol
- Estyn
- Mudiad Meithrin
- Llywodraeth Cymru.

Gweler Polisi Amddiffyn Plant am broses i ddilyn os oes digwyddiad difrifol yn codi ac angen cloi ffeil record y plentyn lawr yn llwyr (mewn cydweithrediad gyda'r Heddlu/Gwasanaethau Cymdeithasol).

Ble mae angen rhannu gwybodaeth gyda Mudiad Meithrin, fe fydd y Cylch Meithrin yn:

- dilyn canllawiau Swyddfa'r Comisiynydd Gwybodaeth ar rannu gwybodaeth wrth rhannu gwybodaeth meintioliol (e.e. data dilyniant addysg plentyn).
- dilyn datganiad preifatrwydd y Cylch Meithrin.

Cadw Gwybodaeth

Bydd y Cylch Meithrin yn:

- dilyn canllawiau'r **Polisi hon** ynglŷn â chadw unrhyw wybodaeth yn ddiogel.
- dilyn canllawiau'r **Polisi E-Ddiogelwch** ynglŷn â chadw unrhyw wybodaeth ddigidol yn ddiogel.
- cadw pob dogfen a ffurflen gyfrinachol mewn man diogel dan glo.
- sicrhau nad yw'r wybodaeth yn cael ei chludo o un man i'r llall, na'i gadael mewn man cyhoeddus.
- nodi'n glir pwy (e.e. **staff / gwirfoddolwyr / arweinydd / aelodau pwyllgor**) sydd yn cael mynediad at ddogfennau a ffeiliau penodol (e.e. mewn cyfarfod swyddogol megis **cyfarfod pwyllgor / cyfarfod rheoli**) sy'n cael ei gofnodi gan nodi'r penderfyniad.

¹⁴ Ceir templed o ddogfen Basdata Cofnodi Ceisiadau Mynediad at Wybodaeth yma :

<https://intranet.meithrin.co.uk/prosesau-a-thempldir-rhddc-gdpr/>

The Cylch Meithrin will follow the Information Commissioner's Office guidelines about sharing information when dealing with applications of this nature, and ensure that any requests for personal data from individuals, keeping a record of these requests on an appropriate form¹⁵.

- the individual themselves or a parent/carer/guardian on behalf of a child.
- employers: former employers, current employers and prospective employers.
- Inland Revenue
- Home Office
- Department for Work and Pensions
- Police
- Social Services
- CIW
- The cylch/nursery's Registered Person / Management Committee Chairperson / Manager.
- Local Education Authority
- Estyn
- Mudiad Meithrin
- Welsh Government.

Refer to the Child Protection Policy for process to follow if a serious incident arises and the child's record file needs to be locked down (in co-operation with the Police/Social Services).

When information needs to be shared with Mudiad Meithrin, the Cylch Meithrin will:

- follow the Information Commissioner's Office guidelines on sharing information when sharing quantitative data (e.g. education progression data).
- follow the Cylch Meithrin Privacy Statement.

Storage of information

The Cylch Meithrin will:

- follow the **Policy's** guidelines regarding keeping information securely.
- follow the **E-Safety Policy** guidelines to ensure that digital information is kept securely.
- ensure that all confidential forms and are locked away in a secure place.
- ensure that the information is not transferred from one place to another or left in a public place.
- clearly state who (e.g. **staff/ volunteers/ managers/committee members**) has access to specific files and documents (e.g. in a formal committee such as a **committee meeting or management meeting**) which is recorded with the decision noted.

¹⁵ A template for the data audit checklist can be found here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

- dilyn chanllawiau'r Polisi hwn ynglŷn â rhannu gwybodaeth ag asiantaethau eraill.
- sicrhau mai dim ond unigolion sydd â hawl i fynediad at y data, ac sydd angen cael mynediad at y data sydd yn medru cael at y data.

Cyfnod Cadw Gwybodaeth

Bydd y Cylch Meithrin yn dilyn rheolau statudol ynglŷn â chyfnodau cadw gwybodaeth ar gyfer mathau penodol o ddogfennau. Gweler manylion yn Atodiad 1 i'r polisi hwn.

Bydd y Cylch Meithrin yn sicrhau peidio a chadw gwybodaeth personol mewn ffurf adnabyddadwy am ddim mwy o amser nag sydd angen.

Gwaredu Gwybodaeth

Bydd y Cylch Meithrin yn sicrhau gwaredu gwybodaeth personol a chyfrinachol gan ddefnyddio dulliau diogel priodol.

Bydd y Cylch Meithrin yn:

- dinistrio dogfennau papur gan ddefnyddio peiriant rhwygo (*Shredder*).
- dinistrio disgiau hyblyg, cofbinnau a CD-ROMau gael eu dinistrio a llaw pan nad oes eu hangen mwyach (e.e. drwy eu torri'n ddarnau mân gyda siswrn).
- sicrhau dileu dogfennau digidol o'r storfa wrthgefn yn ogystal â'u dileu o'r system ei hun.
- sicrhau dinistrio a / neu dileu gwybodaeth personol pan nad oes ei hangen rhagor.

E-Ddiogelwch a Rhwydweithiau Cymdeithasol

Fe fydd y Cylch Meithrin yn dilyn canllawiau'r **Polisi E-Ddiogelwch** ynglŷn â cadw data'n ddiogel yn unol â chanllawiau Swyddfa'r Comisiynydd Gwybodaeth¹⁶.

Bydd y Cylch Meithrin yn dilyn canllawiau'r **Polisi E-Ddiogelwch** a sicrhau peidio torri cyfrinachedd a diogelu data digidol ar bob achlysur.

Bydd y Cylch Meithrin yn nodi'n glir pwy fydd yn gyfrifol am ddiweddarau'r manylion a rannir ar unrhyw dudalennau rhwydweithio cymdeithasol sydd yn rhan o waith y lleoliad, gan ddilyn canllawiau'r **Polisi E-Ddiogelwch** ar ddefnydd rhwydweithiau cymdeithasol.

¹⁶ Swyddfa'r Comisiynydd Gwybodaeth: 'Principle 7 – Security' <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

- adhere to the guidelines laid out in this Policy regarding sharing information with other agencies.
- ensure that only authorised staff who have the right to access the data, and who require access to the data, are able to access the data.

Information Retention Period

The Cylch Meithrin will follow statutory rules regarding the period of time to keep specific types of information. See details in Appendix 1 of this document.

The Cylch Meithrin will ensure that it keeps personal data in a recognisable format for no longer than is necessary.

Disposal of Information

The Cylch Meithrin will use appropriate secure measures to ensure disposal of any confidential and personal information.

The Cylch Meithrin will:

- destroy paper records by using a shredder.
- destroy floppy discs, Memory sticks and CD-Roms by hand when they are no longer needed (e.g. by cutting them into small pieces with scissors).
- ensure digital files are deleted from the back-up drive as well as deleting them from the system itself.
- ensure personal information is destroyed and / or deleted when it is no longer needed.

E-Safety and Social Networks

The Cylch Meithrin will follow the **E-Safety Policy** regarding ensuring data is stored securely in line with the guidelines issued by the Information Commissioner's Office¹⁷.

The Cylch Meithrin will follow the **E-Safety Policy** guidelines to ensure that there is no breach of confidentiality and to ensure digital data protection at all times.

The Cylch Meithrin will clearly state who is responsible for updating the details which are shared on any social network pages that are part of the setting's work, following the **E-Safety Policy** guidelines on the use of Social Networks.

¹⁷ Information Commissioner's Office: 'Principle 7 – Security' <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

Mae'r Cylch Meithrin yn disgwyl i holl weithwyr cyflogedig, gwirfoddolwyr, myfyrwyr ar brofiad gwaith, ac aelodau o bwyllgor y Cylch Meithrin, i ddilyn canllawiau'r **Polisi E-Ddiogelwch** pan fyddant yn defnyddio rhwydweithiau cymdeithasol yn eu bywyd personol.

Toriad Data

Mae Toriad Data ('*Data Breach*') yn doriad diogelwch sy'n arwain at un o bum canlyniad posibl:

- colli data personol,
- difrod i neu ddinistrio data personol,
- newid data personol heb awdurdod,
- datgelu gwybodaeth personol heb awdurdod,
- neu fynediad anawdurdodedig i wybodaeth personol.

Rhaid adrodd toriadau data **perthnasol** i'r ICO o fewn 72 awr a hysbysu'r unigolyn yn ogystal os oes risg uchel o effeithiau andwyol iddynt. Ceir mwy o fanylion, a ffurflen cofnodi ac hysbysu'r toriad data ar y ffurflen 'GDPRMM2'¹⁸.

Torri Cyfrinachedd

Bydd y Cylch Meithrin yn ystyried unrhyw achos o dorri cyfrinachedd yn fater difrifol, ac yn ymchwilio yn llawn i'r mater gan gyfeirio at y **Polisi Staffio**.

Gall torri'r Polisi hwn arwain at achos disgyblu a gall achosion difrifol arwain at ddiswyddo yn ôl trefn disgyblu'r Cylch Meithrin.

Polisiâu Cysylltiedig

Polisi Amddiffyn Plant

Polisi E-Ddiogelwch

Polisi Staffio

¹⁸ <https://intranet.meithrin.co.uk/prosesau-a-thempledir-rhddc-gdpr/>

The Cylch Meithrin expects all employees, volunteers, students on placement or work experience and members of the cylch committee to follow the **E-Safety Policy** when using social networks in their personal lives.

Data Breach

A Data Breach is a Security breach which leads to one of five possible outcomes:

- loss of personal data,
- damage to or destruction of personal data,
- altering / changing data without authorisation,
- disclosing personal data without authorisation,
- unauthorised access to / of personal data.

Relevant data breaches must be reported to the ICO within 72 hours of becoming aware of the breach, and inform individuals if there is a high risk of adverse affects. More Information, and a form to record and inform about data breaches can be found on the form 'GDPRMM2'¹⁹.

Breach of Confidentiality

The Cylch Meithrin will consider any case of breaching confidentially as a severe mater and will investigate the matter fully by referring to the **Staffing Policy**.

Breaching this policy can lead to a disciplinary and serious incidents can lead to dismissal in line with the Cylch Meithrin's disciplinary procedure.

Associated Policies

Child Protection Policy

E-Safety Policy

Staffing Policy

¹⁹ <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

Cysylltiadau a Gwybodaeth Ddefnyddiol

Awgrymir cyfeirio at y cyhoeddiadau a'r gwefannau isod am fwy o fanylion:

Swyddfa Comisiynydd Gwybodaeth: 'Guide to the General Data Protection Regulation (GDPR)' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Swyddfa Comisiynydd Gwybodaeth: 'Special category data' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Swyddfa'r Comisiynydd Gwybodaeth 'Right of access' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

Swyddfa'r Comisiynydd Gwybodaeth: 'Register (notify) under the Data Protection Act' <https://ico.org.uk/for-organisations/register/>

Swyddfa'r Comisiynydd Gwybodaeth: 'Guide to Data Protection' <https://ico.org.uk/for-organisations/guide-to-data-protection/>

Swyddfa'r Comisiynydd Gwybodaeth: 'Data Sharing' <https://ico.org.uk/for-organisations/guide-to-data-protection/data-sharing/>

Swyddfa'r Comisiynydd Gwybodaeth: 'Security' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

Swyddfa'r Comisiynydd Gwybodaeth 'Personal Data Breaches' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

Swyddfa'r Comisiynydd Gwybodaeth: 'Data protection self assessment toolkit' <https://ico.org.uk/for-organisations/improve-your-practices/data-protection-self-assessment-toolkit/>

Contacts and Useful Information

The following publications and websites provide additional useful information:

Information Commissioner's Office: 'Guide to the General Data Protection Regulation (GDPR)' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Information Commissioner's Office: 'Special category data' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Information Commissioner's Office: 'Right of access' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

Information Commissioner's Office: 'Register (notify) under the Data Protection Act' <https://ico.org.uk/for-organisations/register/>

Information Commissioner's Office: 'Guide to Data Protection' <https://ico.org.uk/for-organisations/guide-to-data-protection/>

Information Commissioner's Office: 'Data Sharing' <https://ico.org.uk/for-organisations/guide-to-data-protection/data-sharing/>

Information Commissioner's Office: 'Security' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

Information Commissioner's Office: 'Personal Data Breaches' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

Information Commissioner's Office: 'Data protection self assessment toolkit' <https://ico.org.uk/for-organisations/improve-your-practices/data-protection-self-assessment-toolkit/>

Atodiad 1:

Cyfnod Cadw Gwybodaeth

Cofnod	Cyfnod Cadw Statudol	Awdurdod Statudol
llyfrau damweiniau, cofnodion damweiniau/adroddiadau	3 blynedd o ddyddiad y cofnod diweddaraf (neu, os ydy'r ddamwain yn cynnwys plentyn/oedolyn ifanc, yna tan bod yr unigolyn yna yn cyrraedd oedran 25). (Gweler isod am ddamweiniau yn ymwneud a chemegau neu asbestos).	Deddf Adrodd am Anafiadau, Clefydau a Digwyddiadau Peryglus 1995 (<i>RIDDOR</i>) (OS 1995/3163) wedi'i ddiwygio, a Deddf Cyfyngiadau 1980. Mae rheolau arbennig ynglyn a digwyddiadau sy'n ymwneud a sylweddau peryglus (gweler isod).
cofnodion cyfrifyddu	3 blynedd i gwmnïau preifat, 6 blynedd i gwmnïau cyfyngedig cyhoeddus	Adran 221 o Ddeddf Cwmnïau 1985 fel yr addaswyd gan y Ddeddf Cwmnïau 1989 a 2006
treth incwm a dychweliadau YG, cofnodion treth incwm a gohebiaeth gyda CThEM	dim llai na 3 blynedd ar ol diwedd y flwyddyn ariannol maent yn perthyn i	Deddf Treth Incwm (Cyflogau) 1993 (OS 1993/744) wedi'i ddiwygio, er engraifft gan Ddeddf Treth Incwm (Cyflogau) (Diwygiad Rhif 6) 1996 (OS 1996/2631)
cofnodion meddygol a manylion profion biolegol o dan Deddf Rheoli Plwm yn y Gwaith	40 blynedd o ddyddiad y cofnod diweddaraf	Deddf Rheoli Plwm yn y Gwaith 1998 (OS 1998/543) wedi'i ddiwygio gan Ddeddf Rheoli Plwm yn y Gwaith 2002 (OS 2002/2676)
cofnodion meddygol fel y nodwyd gan Ddeddf Rheoli Sylweddau Peryglus i Iechyd (<i>COSHH</i>)	40 blynedd o ddyddiad y cofnod diweddaraf	Deddf Rheoli Sylweddau Peryglus i Iechyd 1999 a 2002 (<i>COSHH</i>) (OS 1999/437 a 2002/2677)
<p>cofnodion meddygol fel y nodwyd gan Ddeddf Rheoli Asbestos yn y Gwaith</p> <ul style="list-style-type: none"> • cofnodion meddygol yn cynnwys manylion gweithwyr sydd wedi bod mewn cyswllt gydag asbestos • tystysgrifau archwiliad meddygol 	<ul style="list-style-type: none"> • 40 blynedd o ddyddiad y cofnod diweddaraf • 4 blynedd o'r dyddiad cyhoeddi 	<p>Deddf Rheoli Asbestos yn y Gwaith 2002 (OS 2002/2675).</p> <p>Hefyd gweler Deddf Rheoli Asbestos 2006 (OS 2006/2739) a'r</p> <p>Ddeddf Rheoli Asbestos 2012 (OS 2012/632)</p>
cofnodion meddygol o dan Deddf Ymbelydredd Ioneiddio 1999	tan bod yr unigolyn yn cyrraedd 75 mlwydd oed, neu o leiaf am 50 mlynedd	Deddf Ymbelydredd Ioneiddio 1999 (OS 1999/3232)
cofnodion profion ac archwiliadau o systemau rheoli ac offer amddiffynnol o dan Deddf Rheoli Sylweddau Peryglus i Iechyd (<i>COSHH</i>)	5 mlynedd o'r dyddiad cafodd y profion eu cynnal	Deddf Rheoli Sylweddau Peryglus i Iechyd 1999 a 2002 (<i>COSHH</i>) (OS 1999/437 a 2002/2677)
cofnodion ynglyn a phlant ac oedolion ifanc	Tan bod y plentyn/oedolyn ifanc yn cyrraedd 25 mlwydd oed	Deddf Cyfyngu 1980

Cofnod	Cyfnod Cadw Statudol	Awdurdod Statudol
Cynlluniau Budd-daliadau Ymdddeol – cofnodion o ddigwyddiadau hysbysadwy, er enghraifft, yn ymwneud ag analluogrwydd	6 mlynedd o ddiwedd blwyddyn y cynllun lle cynhaliwyd y digwyddiad	Rheoliadau Cynlluniau Budd-daliadau Ymdddeol (Pwerau Gwybodaeth) 1995 (OS 1995/3103)
cofnodion Tâl Mamolaeth Statudol, cyfrifiadau, tystysgrifau (Mat B1) neu tystiolaeth meddygol arall	3 blynedd ar ol diwedd y flwyddyn ariannol y daw'r cyfnod mamolaeth i ben	Deddf Tâl Mamolaeth Statudol (Cyffredinol) 1986 (OS 1986/1960) fel y'i diwygiwyd
cofnodion Tâl Salwch Statudol, cyfrifiadau, tystysgrifau, hunan-dystysgrifau	3 blynedd ar ôl diwedd y flwyddyn dreth y maent yn ymwneud â hi	Deddf Tâl Salwch Statudol (Cyffredinol) 1982 (OS 1982/894) fel y'i diwygiwyd
cofnodion tâl/cyflog (hefyd goramser, bonysau, treuliau)	6 blynedd	Deddf Rheoli Trethi 1970
cofnodion isafswm cyflog cenedlaethol	3 blynedd ar ôl diwedd y cyfnod cyfeirnod cyflog yn dilyn yr un y mae'r cofnodion yn ei gynnwys	Deddf Isafswm Cyflog Cenedlaethol 1998
cofnodion yn ymwneud ag amser gwaith	2 flynedd o'r dyddiad y cawsant eu gwneud	Rheoliadau Amser Gweithio 1998 (OS 1998/1833)

Y cyfnod a argymhellir ar gyfer cadw cofnodion (pan nad oes cyfnod statudol)

Cofnod	Cyfnod cadw a argymhellir
adroddiadau prisiad actiwaraid	yn barhaol
Ffurflen gais a nodiadau cyfweliadau (i ymgeiswyr aflwyddiannus)	6 mis i flwyddyn. (Oherwydd y terfynau amser yn y gwahanol Deddfau anffafiaeth, dylai cofnodau cadw gofynnol ar gyfer cofnodion sy'n ymwneud a hysbysebu swyddi gwag a cheisiadau am swyddi fod o leiaf 6 mis. Efallai y bydd blwydd yn fwy doeth gan y gellir ymestyn y terfynau amser ar gyfer cyflwyno hawliadau. Bydd dogfennau ymgeiswyr llwyddiannus yn cael eu trosglwyddo i'r ffeiliau personol beth bynnag.
asesiadau o dan reoliadau iechyd a diogelwch a chofnodion o ymgynghoriadau gyda chynrychiolwyr a phwyllgorau diogelwch	yn barhaol
cymeradwyaethau Cyllid y Wlad/CThEM	yn barhaol
manyion prynu arian	6 blwyddyn ar ol trosglwyddo neu werth a gymerwyd
absenoldeb rhiant	5 mlynedd o enedigaeth/mabwysiadu'r plentyn neu 18 mlynedd os yw'r plentyn yn derbyn lwfans anabledd
polisiau buddsoddi cynllun pensiwn	12 mlynedd o ddiwedd unrhyw fudd-dal sy'n daladwy o dan y polisi
cofnodion pensynwyr	12 mlynedd ar ôl i'r budd-dal ddod i ben

Cofnod	Cyfnod cadw a argymhellir
ffeiliau personel a chofnodion hyfforddi (gan gynnwys cofnodion disgyblu a chofnodion amser gweithio)	6 mlynedd ar ôl i'r gyflogaeth ddod i ben
manylion diswyddo, cyfrifiadau taliadau, ad-daliadau, hysbysiad i'r Ysgrifennydd Gwladol	6 mlynedd o ddyddiad y diswyddo
cofnodion uwch swyddogion (hynny yw, y rhai ar dim rheoli uwch neu eu cyfwerth)	Yn barhaol at ddibenion hanesyddol
cardiau amser	2 flynedd ar ôl archwiliad
cytundebau undeb llafur	10 mlynedd ar ôl peidio â bod yn effeithiol
rheolau a gweithredoedd ymddiriedolaeth	yn barhaol
llyfrau cofnodion ymddiriedolwyr	yn barhaol
cofnodion cyngor gwaith	yn barhaol



Appendix 1:

Information Retention Period

Record	Statutory retention period	Statutory authority
accident books, accident records/reports	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 25). (See below for accidents involving chemicals or asbestos)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).
accounting records	3 years for private companies, 6 years for public limited companies	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006
income tax and NI returns, income tax records and correspondence with HMRC	not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry	The Control of Lead at Work Regulations 1998 (SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676)
medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)
<p>medical records under the Control of Asbestos at Work Regulations</p> <ul style="list-style-type: none"> • medical records containing details of employees exposed to asbestos • medical examination certificates 	<ul style="list-style-type: none"> • 40 years from the date of the last entry • 4 years from the date of issue 	The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)
medical records under the Ionising Radiations Regulations 1999	until the person reaches 75 years of age, but in any event for at least 50 years	The Ionising Radiations Regulations 1999 (SI 1999/3232)
records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)
records relating to children and young adults	until the child/young adult reaches the age of 25	Limitation Act 1980

Record	Statutory retention period	Statutory authority
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended
Statutory Sick Pay records, calculations, certificates, self-certificates	3 years after the end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended
wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
national minimum wage records	3 years after the end of the pay reference period following the one that the records cover	National Minimum Wage Act 1998
records relating to working time	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833)

Recommended period for keeping records (when there is no statutory period)

Record	Recommended retention period
actuarial valuation reports	permanently
application forms and interview notes (for unsuccessful candidates)	6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants documents will be transferred to the personnel file in any event.
assessments under health and safety regulations and records of consultations with safety representatives and committees	permanently
Inland Revenue/HMRC approvals	permanently
money purchase details	6 years after transfer or value taken
parental leave	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance
pension scheme investment policies	12 years from the ending of any benefit payable under the policy
pensioners' records	12 years after benefit ceases
personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases

Record	Recommended retention period
redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy
senior executives' records (that is, those on a senior management team or their equivalents)	permanently for historical purposes
time cards	2 years after audit
trade union agreements	10 years after ceasing to be effective
trust deeds and rules	permanently
trustees' minute books	permanently
works council minutes	permanently

