

Confidentiality and Data Protection Policy

At Tuba's Play House, we take confidentiality and data protection very seriously. We understand that we have a responsibility to protect the privacy of the children in our care and their families, as well as our staff and anyone else who comes into contact with our business. We are committed to complying with all relevant laws and regulations, including the General Data Protection Regulation (GDPR).

Information Collected

We will collect and process personal information about you and your child as part of the registration process and ongoing care of your child. This may include but is not limited to:

- Contact details such as names, addresses, phone numbers and email addresses
- Personal details such as date of birth, medical information and dietary requirements
- Emergency contact details
- Photographs or video footage of your child

We will only collect and process information that is necessary for the care of your child and will keep it safe and secure.

Confidentiality

We will treat all information about your child and your family as confidential and will not disclose it to anyone without your consent, unless required to do so by law. We will share information with relevant authorities only when it is necessary for the safety and welfare of your child or others.

Data Protection

We will comply with all relevant laws and regulations relating to the collection, processing, and storage of personal data, including the GDPR. We will only collect and process personal information for the purposes for which it was obtained and will keep it accurate and up to date.

We will obtain your consent for any additional processing of personal information beyond what is necessary for the care of your child. We will take appropriate technical and organisational measures to keep your personal data safe and secure, and we will not keep it for longer than is necessary.

Access to Information

You have the right to access any personal information that we hold about you or your child. Please contact us if you would like to see this information.

Complaints

If you have a complaint about our handling of personal information, please contact us in the first instance. If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Conclusion

We take our responsibilities for confidentiality and data protection seriously and are committed to complying with all relevant laws and regulations. If you have any questions or concerns about how we handle your personal information, please do not hesitate to contact us.