

Confidentiality and Data Protection Policy

At Tuba's Play House, we take confidentiality and data protection very seriously. We understand our responsibility to protect the privacy of children, families, and staff, and to comply with UK GDPR and the Data Protection Act 2018, as well as the EYFS 2025 requirements.

Information Collected

We collect and process personal information as part of the registration process and ongoing care. This may include:

- Contact details (names, addresses, phone numbers, emails)
- Personal details (date of birth, medical information, dietary needs)
- Emergency contact details
- Photographs or video footage of children

We only collect information that is necessary for children's care, education, and safeguarding, and keep it secure.

Confidentiality

- All information is treated as confidential and only shared with parental consent, unless required by law or safeguarding duty.
- Information may be shared with relevant professionals, including Children's First Contact Service (CFCS), health visitors, schools, and other agencies, where it is necessary to safeguard children.
- Sensitive conversations are held privately and records are kept securely.

Data Protection

Children's application forms and registration details are stored securely on my password-protected computer in a dedicated folder. Paper records such as accident and incident forms are recorded on carbon-copy forms and stored securely. Parents receive a copy and the original is retained securely. All records are kept confidential, only accessed by myself (and my registered assistant where appropriate).

We comply with UK GDPR and only use personal information for the purposes it was obtained. We use secure systems for storing both paper and digital data (including phones, tablets, and cloud storage). Records are retained securely for as long as required by law and guidance, and are securely destroyed when no longer needed.

Rights of Parents/Carers

Parents/carers have the right to:

- Access information we hold about them and their child
- Request corrections if data is inaccurate

- Request erasure of data where lawful
- Withdraw consent for optional data processing (e.g. photographs)

Complaints

If you have a concern about how your personal information is handled, please raise it with me in the first instance. If not resolved, you may contact the Information Commissioner's Office (ICO).

Conclusion

We take confidentiality and data protection seriously and follow both EYFS 2025 and Sutton Council guidance. Our aim is to build trust with families by keeping information safe, sharing only when necessary, and respecting the rights of parents and children.