

# **Little Seashells Messy Play**

## **Confidentiality & Data Protection Policy**

### **(Little Seashells Activity Cabin)**

Little Seashells Messy Play is committed to protecting the privacy and confidentiality of all children, parents and families who attend sessions at the Little Seashells Activity Cabin. In order to operate safely and effectively, it is necessary to collect certain personal information when families attend or book a session, workshop, event or party. This policy explains how information is stored, used and protected in line with UK GDPR and Data Protection legislation.

#### ***Collecting Information***

- Parent/carer name and contact details
- Child's name and age
- Emergency contact details
- Allergy or medical information
- Any relevant information required to keep your child safe during activities

This information is collected only where necessary to support the safe running of sessions and the wellbeing of children attending activities at Little Seashells.

#### ***Confidentiality***

Little Seashells Messy Play will ensure that any information provided by parents or carers is treated as strictly confidential. Personal information will only be used for the purpose it was collected for, such as booking sessions, communication regarding activities, or safety information. Information will not be shared with third parties without consent. The only exception is where there is a safeguarding concern or legal obligation to share information with the relevant authorities in order to protect a child's welfare.

#### ***Access to Information***

Only parents or carers with parental responsibility have the right to access their child's information. Information will not be shared with any other person unless written consent has been provided or there is a legal safeguarding requirement. Parents and carers may request to see the information held about their child at any time.

#### ***Secure Storage of Data***

- Digital records are stored on password-protected and encrypted devices
- Any physical documents are stored in secure locked storage
- Only the business owner (Leanne Barker – Little Seashells Messy Play) has access to confidential records

Information will only be kept for as long as necessary for operational or legal purposes.

#### ***Photographs and Social Media***

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- Photographs may occasionally be taken to share activities with families or promote sessions
- Parental consent will always be requested before photographs are used publicly
- Parents have the right to decline photography or withdraw consent at any time
- Photographs are stored securely on password-protected devices or secure cloud storage

### ***Private Conversations***

If sensitive information needs to be discussed regarding a child or family, conversations will always take place privately and respectfully to protect the confidentiality of all families.

### ***Your Rights***

- Access the information held about you or your child
- Request corrections if information is inaccurate
- Withdraw consent where applicable
- Request removal of data where appropriate

If you have any questions regarding confidentiality or data protection, please contact: Leanne Barker  
Little Seashells Messy Play  
Little Seashells Activity Cabin