



Confidentiality, Privacy and Data Retention Policy

Policy Review Date: March 2026

Next Review Date: March 2027

Data Controller: Elena Sullivan



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1. Purpose

The Learning Pod is committed to protecting the privacy and confidentiality of students and their families.

This policy explains:

- What information is collected.
- How it is stored.
- How long it is retained.
- Who it may be shared with.
- The rights of parents and carers under UK data protection law.

The Learning Pod complies with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

The Learning Pod is registered with the Information Commissioner's Office (ICO).

2. Confidentiality

Any information shared verbally or in writing regarding your child or family will be treated as confidential.

Information will only be shared with:

- Parents or carers named on the registration form.



- Individuals where written permission has been provided.
- Relevant authorities if there is a safeguarding concern.

Confidentiality will only be broken if:

- There is a concern for the safety or welfare of a child.
- Disclosure is required by law.

3. What Information Is Collected

Only relevant information required for tuition will be collected.

This may include:

- Parent/carer name and contact details.
- Child's name, date of birth and school year.
- Emergency contact details.
- Relevant medical information.
- Special educational needs information.
- Session records and progress notes.
- Payment records and invoices.

The Learning Pod will only collect information necessary for safe and effective tuition.

If parents have questions about why specific information is required, they are encouraged to ask.



4. How Information Is Stored

Information may be stored:

- Electronically on password-protected devices.
- In secure cloud storage with encrypted access.
- In locked physical storage where paper records are kept.

Reasonable steps are taken to ensure data is secure and protected against loss, misuse or unauthorised access.

5. How Long Information Is Retained

Information will be retained:

- For the duration of the child's tuition.
- For up to 6 years after tuition ends for financial record keeping purposes, in line with HMRC requirements.

Safeguarding records may be retained for longer where required by law.

When data is no longer required, it will be securely deleted or destroyed.



6. Sharing Information

Information about your child will not be discussed or shared outside of tuition sessions unless:

- Written permission has been given to speak to a named individual.
- A safeguarding concern arises.
- Disclosure is legally required.

Permissions can be withdrawn at any time in writing.

7. Parent and Carer Responsibilities

During the working relationship, parents may become aware of personal information relating to the tutor.

Parents and carers are expected to:

- Respect the privacy of the tutor and their family.
- Keep any personal information confidential.
- Not share personal information obtained during sessions.



8. Your Data Rights

Under UK GDPR, parents and carers have the right to:

- Access personal data held about them or their child.
- Request correction of inaccurate information.
- Request deletion of data where appropriate.
- Withdraw consent where applicable.
- Lodge a complaint with the Information Commissioner's Office.

For further information, visit the ICO website.

9. Safeguarding Exception

Confidentiality will not prevent The Learning Pod from sharing information with relevant authorities if there are concerns about a child's safety or welfare.

Safeguarding responsibilities override confidentiality.

10. Policy Review

This policy will be reviewed annually or sooner if legislation changes.

Signed:

Elena Sullivan
The Learning Pod

Date: 28.3.26