

**Data Protection Policy**

**Yellow Brick Road Projects understands the requirements of the General Data Protection Regulations 2018 and is committed to ensuring that all parties that use the service or contact the organisation has their data protected and is able to seek clarification of how this is maintained.**

The Chief Executive has ultimate responsibility for data protection.

This policy is reviewed annually, the dates of the review will be at the end of this policy.

The data covered by this policy includes details of participants in YBRP programmes, staff and volunteer’s details as well as partner agency contact details.

If there is a breach of your data protection this will be investigated by the CEO and the board of Trustees.

** Lawful, fair and transparent processing**

YBRP store names, dates of birth, addresses and contact details of current and former participants on You Matter programmes. As well as any young person, young adult or family nominated to our service in order that we may contact them to invite them to attend a programme.

YBRP keep details of agencies that work with young people and support the work that YBRP with young people. Permission to keep these records is required by YBRP so that reasonable and relevant contact can be made in order to provide a quality service.

Electronic records are stored on the Know-how Cloud which is password protected. Paper copies of records in a locked filing cabinet in a locked room that only senior personnel have access to. The organisation is based in a building with a secure locked office which is only accessible by the use of the entry system which means that only staff/visitors who are approved can enter the building. YBRP will keep tabs on all the data stored.

If an individual asks to see their data, this request should be made to the CEO and this data will be made available to them with the CEO present.

What YBRP **will not** do is sell or otherwise use your details for any purpose than that you have agreed to.

* Please see the Privacy and Cookies Policy.

** Purpose limitations**

All data that is collected is relevant to the programmes and services provided by YBRP and is only collected to provide a service for the individual and can only be provided with a signature from the nominee. Details of consent is recorded on a consent to share spreadsheet and any withdrawal of consent is shared with relevant parties i.e. Coaches Sensitive data is removed from all storage, this includes both paper and electronic records. A letter of confirmation will be sent to the individual within 7 days.

** Data minimisation**

We ensure that the minimum amount of data is collected by only using the YBRP forms to collect information. There are pre and post course questionnaires which the learner completes, data sharing consent is discussed at both nomination and enrolment onto programmes.

Children under 13 we require and hold no data for this age group on records.

  ** Accuracy**

Once we have received a nomination we follow this up with the nominee to ensure that we hold the correct details for them. This is using the enrolment and registration process, which is then signed off by the nominee who becomes a learner on the programme. Once the programme is complete we keep their records for 6 years as per our Awarding Body Laser Learning Awards requirement.

 **Storage limitations**

YBRP retain copies of workbooks, assessment and internal verification forms. These are archived for 6 years. We also keep details of nominees who have not attended the programmes and refer these details to the nominating agency for them to re-refer if required. These records are then destroyed. This is accordance with Laser Learning Awards data collection policy.

** Integrity and confidentiality**

Data held on the charities’ system is stored securely on the Know-how Cloud, this is password protected and is backed up weekly.  The office operates a clear desk policy, no documents or files may be left open other than times when relevant work is carried out. All staff are required to store any sensitive data in the main office at 52a Basepoint, Andover. Any agency working in partnership is required to submit a copy of their Data Protection policy to YBRP before any work can take place.

Sessional and remote working

All data sent by email is to be encrypted and password protected. Any records kept on paper will be stored in a locked storage box for which only the member of staff has access.

All records should be uploaded to the Know How Cloud.

Email addresses and passwords are supplied by YBRP, access to these emails are through a two step sign in process.