**YOUTH WITH A FUTURE**

**Confidentiality and Data Protection statement**

This document outlines the purpose, nature and operational management of confidential information (including General Data Protection Regulation) of YWAF.

**Aims**

The Confidentiality and General Data Protection Regulation statement is designed to:

* ensure that all individuals can share their information in the knowledge that it will only be used for their welfare and support;
* give clear guidelines to support workers for confidentiality;
* ensure that all stakeholders are aware of YWAF’s policy for confidentiality/data protection (a copy will be available on the YWAF website)

**Statement of Intent**

It is YWAF’s intention to respect the privacy of young people and any professionals supporting them.

**Objectives**

To ensure that young people and professional support staff can feel secure within the knowledge that YWAF respects confidentiality in the following ways:

* Young people are fully involved in the application process and know what will happen to any information they give. Young people will be required to sign each application which indicates their consent to their information being shared.
* Personal information about young people is kept securely, whilst remaining accessible as is necessary.
* Trustees will not discuss personal information about individual young people outside of the meetings and will use young person’s initials when communicating with each other
* If YWAF wishes to use photographs for publicity or their website, permission will be sought from individual young people.

**Our General Data Protection Regulation Standards**

YWAF will collect and process appropriate information through its application form, but only that which is necessary to its operational needs.

YWAF will apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity.

**Management Arrangements**

* The Secretary holds specific responsibility for data protection;
* Trustees receiving personal information understand that they are responsible for following good data protection practice;
* Once a decision has been made about a specific grant to a young person, all relevant emails will be deleted and only electronic copies of applications kept securely by the Treasurer and deleted after three years.

**This policy was last reviewed on: …06/10/2020 (date)**

**Signed: ….. pp – Sue Crisfield on behalf of all trustees – agreed virtually during the Corona Virus pandemic**

**YWAF Chair after agreement by all trustees**

**Date of next review: 06/10/2021**