

The Data Protection Act requires that anyone to handling personal information gathered in Youth Exchange does so with great sensitivity and care. Not only do we need to safeguard the documents relating to the student but also those concerned with selecting and appointing host families. To quote the student's application form:

Your information will be shared with Rotary International, the Sending and Hosting Rotary Districts Youth Exchange Organisations and Clubs, your appointed counsellor and host families. It will only be used for official RI business and not sold or shared with other third parties, unless required by law to be released.

Before, during and after an Exchange access to different types of data needs to be confined according to a 'need to know' principle and producing printed copies is discouraged. Any surplus data – of students who did not make it to exchange – should be deleted or shredded according to its form.

It is a condition of [Certification](#) that Exchange data shall be stored for an unspecified length of time (there is no Statute of Limitations in the area of Child Protection) and this is best done electronically. Ease of retrieval is vital since it might not be called upon for some time after the year in which the records were created and then be beyond the memory of current Rotarians, so a central system of storage is necessary.

DYEOs are instrumental in setting up the system for the district in time to receive the records which accrue.

RIBIDYEA Records Storage

Best practice is to accumulate the relevant documents, while 'live', in a folder in which they may be moved directly to storage with easy retrieval

There are three categories to consider: Outbound students, Inbound students, and Adults, principally Host Families and Counsellors, who generate materials in need of retention.

All record folders need to be personalised (Family Name, Given name), together with the Exchange programme concerned and the dates of the actual exchange.

1. Record Keeping for Outbound Students

The personalised [Outbound Student Records Folder](#), into which is placed the AF and GF of the outbound student plus any other documents relating to that student needs to be made available by the DYEO via Dropbox to the CYEO and other Club Officers and the District YE team who are working towards the exchange, without any need for individual copies.

See [R3: Records Folder for Outbound Student - All Programmes](#).

Download [R3A:\(Name of Student\), Outbound Student Records Folder](#) for each student's records.

2. Record Keeping for Inbound Students

When [The Inbound Student Records Folder](#) is downloaded and personalised it is ready to accumulate all the documents relating to the Inbound student and when put in Dropbox may be made accessible to the CYEO, the Counsellor and the current Host family as well as to the District YE team.

See [R4: Records Folder for Inbound Students – All Programmes](#). This gives details of the

documents to be collected according to the exchange programme.

Download [R4A: \(Name of Student\), Inbound Student Records Folder](#) for each student's records.

3. Record Keeping relating to the Selection of Adults for Youth Exchange.

Documents relating to the selection of Host families and Counsellors need secure electronic storage by District. People in this category may take part in Youth Exchange for a number of years and so the data needs to be accessible for future reference as well as storage.

See [R2A: Counsellor Records Folder – all Programmes](#). ([download here](#)) and [R2B: Host Family Records Folder](#) ([download here](#)) which may be downloaded and personalised

Storing the Folders

The electronic folders are collected by the DYEO and placed in [R1A: District 1WXY Records Folder for Rotary Year](#) which is [downloadable](#) and should be personalised.

For the sake of conformity the Rotary year here relates to that in which the exchange take place. RIBI provides the Youth Exchange Multidistrict with storage facilities for all Exchange records. One of the Multidistrict Registrar's tasks is to liaise with DYEOs in order to transfer the data effectively.



R2. Records Folder for Counsellors and Host Families – All Programmes



R2A. The Counsellor Records Folder ([download here](#)) and *R2B. The Host Family Records Folder* ([download here](#)) are electronic folders which gather all the documents relating to each respectively.

The Folders are maintained confidentially by the DYEO for the duration of the exchange, at which time they are stored electronically as one file by the DYEO and the record retained indefinitely.

Contents

CP6A: Agreement for Working in Youth Exchange. (if required)

CP6B: Request for a Reference for Working in Youth Exchange (If required)

References received in response to CP6B

IB5: Host Family Registration Form

IB10; Records of Concern – if completed for a student.

R3A. The Outbound Student Records Folder ([download here](#)) is an electronic folder which gathers all the documents relating to an individual outbound student. It contains a defined collection of files as indicated below (those printed in blue should be customised by DYEOs) as well as any additional documents relating to the student. Any hard copies of documents will need to be scanned in.

The Folder is made available by the DYEO on Dropbox for the duration of the exchange and access to it is given only to the Club YEO in order to assist with the student's preparation for the Exchange of the student. At the end of the exchange the Folder is stored electronically as one file by the DYEO and the record retained indefinitely.

The purpose of this folder is to provide everyone responsible for the student, with sufficient information to support the student, while observing best practice regarding data protection.

Contents

Student's Application Form

Guarantee form with significant contact details - Host family/Counsellor

OB6D: Officers in Sending District – Admin Year & Exchange Year (completed by DYEO/CYEO)

Consent for Photography/Video - signed by student & parent

Miscellaneous Correspondence as applicable

Student's Quarterly Reports (LTEP)

Post Exchange Evaluation Report

R4A: Inbound Student Records Folder, ([download here](#)) is an electronic folder which accumulates all the documents pertaining to an individual inbound student. It contains a defined collection of files as indicated below (those printed in blue should be customised by DYEOs) as well as any additional documents relating to the student. Any hard copies of documents will need to be scanned in.

The Folder is initiated and stored by the DYEO on Dropbox for the duration of the Exchange and access to it is given only to the Club YEO, the student's Counsellor and the current host family. Should the host family change (LTEP only) access then shifts to the new and excludes the former one. At the end of the Exchange the Folder is stored electronically as one file and the record retained indefinitely.

The purpose of this folder is to provide everyone responsible for the student and in particular the host family in their role as acting parents, with sufficient information to support the student, while observing best practice regarding data protection.

Contents to be accumulated in the Folder

Unless otherwise indicated the contents below apply to all programmes, the documents concerned being specific to those programmes.

General Information:

Student's Application Form
Guarantee form with significant contact details - Host family/Counsellor
Student's School Timetable (LTEP)
School Documents(LTEP)
Student's Wish List (LTEP)
Medical/Dental issues
Miscellaneous Correspondence

Blank copies of:

CP10D: Record of Concerns – a form for Hosts, Counsellors and CYEOs

CP10E: Student Incident Report, which is for completion by students.

Any copies of either form which is used should be uploaded and stored in this folder.

Documents brought by student on arrival or electronically and added by Counsellor:

Consent for Photography/Video - signed by student & parent (under 18)
Permission to travel within RIBI - signed by parent (LTEP/STEP)
Rules & Behaviour Guidelines – signed by student and parent

Plus

Copy of the student's Inbound Student's Preparation Pack

Copy of the student's Inbound Student's Welcome Pack