



Data Protection & Privacy Policy

Purpose of This Policy

Essex Youth Build collects and processes certain personal data about employees, trainees, and other service users to:

Monitor performance, achievement, and health & safety.

Process staff payroll.

Meet legal and contractual obligations to funding bodies.

This policy is written in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, replacing all previous Essex Youth Build Data Protection policies.

Principles of Data Protection

Essex Youth Build complies with the following principles:

Fair and Lawful – Data will be collected and processed fairly and lawfully.

Purpose Limitation – Data will only be processed for the specific purposes for which it was collected, and only with the consent of the individual (unless processing is necessary for vital interests).

Data Minimisation – Data collected will be adequate, relevant, and limited to what is necessary.

Accuracy – Data will be kept accurate and up to date. Individuals have the right to request corrections.

Storage Limitation – Data will be retained only for as long as necessary (see Appendix 1: Data Retention Schedule).

Security – Data will be kept secure and protected against unauthorised access, loss, or disclosure.

Privacy Statements

Privacy statements will be included on all data collection forms (e.g., referral forms, induction packs).

These will explain the purpose of data collection, how data will be stored, and the individual's rights, including the right to withdraw consent.

Data Protection Safeguards

Paper-Based Records

All physical files containing personal data are stored in locked cupboards.

No personal data regarding students leaves the Essex Youth Build premises.

Electronic Records

Personal data is stored on password-protected computers.

Backups are stored on encrypted pen drives, kept securely in a safe.

Essex Youth Build, Unit 5, 8 Hoffmans Way, Chelmsford, CM1 1GU.

www.essexyouthbuild.co.uk

Data Protection and Privacy Policy. Reviewed on 30/11/23 by Trustees

Author: Training Manager

Next Review: November 2024

VCN1

Registered Charity Number 1124657



An additional encrypted backup is kept off-site for business continuity.

Photography and Media

Staff use the centre's passcode-protected iPad / iPhone / Camera (not personal devices) for student portfolio photos.

Communication of Student Information

Reports to schools/referring agencies identify students by initials or are sent via secure email (Egress) where available.

Agencies referring to Essex Youth Build are encouraged to use secure email or send password-protected documents, with the password sent separately.

Cyber Security

Multiple encrypted backups are stored securely.

Wi-Fi access is restricted to employees and trusted visitors — students are not given access.

Use of non-Essex Youth Build USB devices on Essex Youth Build equipment is prohibited.

Individual Rights

Right to Withdraw Consent

Requests to withdraw consent must be made in writing to the Data Protection Officer (DPO).

Once consent is withdrawn, Essex Youth Build will stop collecting or processing the individual's personal data (unless required by law).

Subject Access Requests (SARs)

Requests must be made in writing to the DPO and include two forms of ID (one photographic).

Data not relevant to the requester will be redacted.

Essex Youth Build will respond within one month, providing information in an accessible electronic format (e.g., PDF).

Right to be Forgotten (RTBF)

Requests must be made in writing to the DPO and include two forms of ID (one photographic).

Essex Youth Build will confirm deletion within one month of the request.

Data Destruction

Paper Records

Securely shredded on-site by an approved service (e.g., Shred Station) with certification provided.

Electronic Records

Student data is deleted after three years unless needed longer for compliance.

If retention beyond three years is required, data will be anonymised or pseudonymised.



Data Protection Officer (DPO)

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Appendix 1 — Data Retention Schedule

Area	Retention Period
Trustees' minutes & associated paperwork	Permanently
Finance records (budgets, CAF bank info, petty cash, additional hours claims, equipment/material orders)	7 years
City & Guilds unit paperwork	3 years
Functional Skills paperwork	3 years
Personnel files for former staff	3 years
Staff signing-in sheets	1 year
Trainee signing-in sheets	3 years
Trainees enrolled but no units passed	Shred file once course ended
Trainee referral forms	6 months
Numeracy & Literacy session sheets	3 years
Funding applications	Keep & archive
Attendance checklist	Shred once recorded digitally
Student portfolios	3 years