

## **SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program**

South Central Rotary Youth Exchange, Inc. (SCRYE) and its member districts adopt the following policy for handling information that many people would consider confidential. This policy applies to information collected in the Rotary Youth Exchange Program. SCRYE has adopted this policy in order to:

- Guide its volunteers about how to handle information in a confidential manner;
- Let the persons who provide information to a member District know how the member district or SCRYE may use the information;
- Comply with the requirements for handling of information under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. part 160 and part 164, as amended occasionally (“Privacy Standards”) under the Health Insurance and Portability and Accountability Act of 1996 (“HIPAA”) and the General Data Protection Regulation (“GDPR”).

**1. Definitions.** These terms that are used in this policy shall have these definitions.

**a. “Confidential Information”** means:

- “Protected Health Information,” as defined by HIPAA, that is received by SCRYE or a member district.
- Information collected by the member district or SCRYE on Rotary Youth Exchange Student Application forms and the Volunteer Affidavit and Host Family Application forms. Examples include, but are not limited to:
  - Names, addresses, telephone numbers, and email addresses;
  - Photographs of the exchange student and his or her family and friends;
  - Dates of birth;
  - Social Security Numbers;
  - Medical and dental information;
  - Religious and ethnic background;
  - Community service background;
  - Employment information;
  - Education records;
  - Letters of recommendation; and
  - References.
- Criminal record history including, but not limited to information obtained from criminal history searches and databases.
- References.
- Information about any history (accusations or convictions) of abuse, harassment, or crimes of violence.
- Information obtained from sexual offender registries.
- Information about Court orders involving sexual, physical, or verbal abuse including but not limited to a domestic violence or civil harassment injunction or protective order.

**b. “Use”** means the collection, processing, sharing, application, utilization, examination, or analysis of Confidential Information within the internal operations of a member district or SCRYE.

**c. “Disclose” and “Disclosure”** mean the release, transfer, provision of access to, or divulging in any other manner, of Confidential Information outside SCRYE’s and its member districts’ internal operations or to those other than its agents. “Disclose” and “Disclosure” does not mean those Disclosures permitted by HIPAA.

**2. HIPAA.** Information to be provided under this policy shall comply with all Privacy Standards. The District agrees to ensure consistency in applying Federal and State laws and regulations, including but not limited to, regulations promulgated under HIPAA.

**3. GDPR (General Data Protection Regulation).** If GDPR applies, SCRYE and its member districts will comply with applicable portions of GDPR.

**4. Use and Disclosure of Confidential Information.** A member district and SCRYE shall use and

disclose Confidential Information *solely as necessary* to facilitate the Rotary Youth Exchange Program and Rotary Youth Exchange ROTEX programs. Examples of anticipated use and disclosure of Confidential Information include, but are not limited to:

*Information from Exchange Students*

- Providing copies of applications to the sponsor or host District Youth Exchange Committee, Host Clubs, Host Schools, and Host Families;
- Required sharing of information with a:
  - Department responsible for issuing visas;
  - Department or agency responsible for monitoring foreign visitors;
  - Department responsible for homeland security; or
  - Law enforcement agency;
- Providing copies of the Guarantee Form to Rotary International;
- Using the student's name and image on a Rotary District or SCRYE website and in Rotary newsletters;
- Sharing of student monthly reports with the sponsor and host Rotary Districts or Multi-Districts;
- Sharing of student electronic communication (including social media) with the sponsor and host Rotary Districts or Multi-Districts;
- Sharing information with a travel agent so it can help with travel arrangements and securing visas;
- Sharing information to facilitate participation in other Rotary programs including, but not limited to, ROTEX, RYLA, Interact, Rotaract, and membership in a Rotary club.

*Information from Host Families*

- Sharing information in the Volunteer Applications and Host Family Applications with the Host Clubs, District Youth Exchange Committee, Sponsor Districts, Host Schools, Sponsor Clubs, and the families of Inbound Students;
- Sharing information in the Criminal Background Checks and Reference Checks with the committee that determines whether family members meet the criteria to host;
- Sharing the information to run criminal background checks with an outside agency with which a member district has contracted to provide these checks.

*Information from Rotary Volunteers*

- Sharing information in the Volunteer Applications with the Host Clubs, District Youth Exchange Committee, Sponsor Districts, Sponsor Clubs, and the families of Inbound Students;
- Sharing information in the Criminal Background Checks and Reference Checks with the committee that determines whether family members meet criteria to serve as a volunteer; and
- Sharing the information to run criminal background checks with an outside agency with which the District has contracted to provide these checks.

*Information to Law Enforcement Agencies.* SCRYE and its member district will provide Confidential Information to law enforcement agencies when it receives legal or appropriate requests and when required to do so under its Youth Exchange Sexual Abuse and Harassment Reporting Guidelines.

*Information to the Department of State.* SCRYE will provide Confidential Information to the Department of State when required to do so under Department of State regulations.

*Information to Rotary International.* SCRYE and its member district will provide Confidential Information to Rotary International when required to do so under its Youth Exchange Sexual Abuse and Harassment Reporting Guidelines.

*Uploading information to database maintained by SCRYE.* Most of the above information is uploaded to a secure database maintained by SCRYE.

**5. Rights of Individual.** To the extent that the General Data Protection Regulation (GDPR) of the European Union or a similar law applies and subject to any limitation imposed by law (United States, state, or foreign) or by Rotary International policies and requirements, a person whose data has been collected or held by SCRYE or a member district has the following rights:

- To request details about what information is being about held about him or her;
- To amend or correct information that is being held about him or her;
- To limit the use of information that is being held about him or her; and
- To request deletion of the information that is being held about him or her.

Other laws and regulations may require that data be retained. Hence, usually SCRYE and its member districts

cannot honor a request to delete data. Because much of the data is required to safely manage an exchange, the decision to comply with a request to delete data may cause SCRYE or a member district to end the exchange or participation in the exchange.

**6. Adequate Safeguards for Confidential Information.** SCRYE and its member districts maintain safeguards to secure the data and prevent the use or disclosure of Confidential Information unless permitted by this policy. Data will be maintained securely until the data is destroyed. SCRYE and its member districts have a Data Protection Officer whose responsibilities include:

- Supervising security;
- Dealing with questions and concerns from students, host family members, volunteers, and third parties whose data is stored or collected; and
- Responding to requests for access to archived data pursuant to this policy.

**7. Storage of Documents.** Paper documents concerning each exchange shall be uploaded to the SCRYE database. To protect the integrity of the documents, SCRYE will checksum verify them according to a schedule consistent with industry standards. SCRYE shall make sure that at all times the records are stored in a document format that is generally supported. (This may require SCRYE to convert documents from their original format to a new format that is generally supported.)

**8. Availability of Internal Practices, Books, and Records to Government Agencies.** SCRYE and its member districts agree to make their internal practices, books, and records relating to the use and disclosure of Confidential Information available to the relevant authorities to determine the districts' and SCRYE's compliance with privacy regulations.

**9. Disposition of Confidential Information.** SCRYE and its member districts will hold confidential information in perpetuity, *except that*:

- *Paper documents.* No later than 30 days after the end of an exchange, SCRYE and its member district shall destroy all paper documents.
- *Upon termination of a member district* (excluding merger of the member district with another district), the member district shall destroy all Confidential Information in its possession or control and all Confidential Information in the possession or control of persons over whom it exercises control.
- *With respect to a host family that the member district declines to allow to host*, the member district will destroy all data of the host family and its members five years after the District communicates its decision to the family.
- *With respect to a prospective outbound student who the District declines to send on an exchange*, the District will destroy all data 11 years after the member district communicates its decision to the student and his or her family.
- *With respect to a prospective inbound student who the member district declines to host or is unable to place*, the member district will destroy all data 12 years after the member district communicates its decision to student's sponsoring district.

At the conclusion of an exchange, SCRYE shall retain all collected information.

Any *host or sponsor Rotary Club* shall destroy all information collected (including but not limited to Student Applications, Volunteer Applications, Criminal Background Checks, Host Family Applications, Refences, and Interview and Inspection Forms:

- At the conclusion of the exchange;
- Promptly after a student is notified that the student was not accepted into the program;
- Promptly after a Host family applies and is notified that the family has not been accepted as a host family;
- Promptly after a volunteer applies and is notified that the volunteer has not been selected to serve; or
- Promptly after the conclusion of the period of validity of a Volunteer Application.

Host Rotary Clubs may retain contact information so that they can maintain contain with former exchange students, former host families, and former volunteers.

**10. Archiving of Confidential Information.** Five years after the conclusion of each exchange, SCRYE and its member district shall transfer all collected data to an archive where access shall be restricted to SCRYE'S Data Protection Officer. Only basic contact information on students and information documenting the host families in which a student was placed may be retained outside the archive. SCRYE's Data Protection

Officer controls access to archived data. Persons who want access to archived information must submit to SCRYE's Data Protection Officer a written request that clearly explains the basis for the request. Access to the data will be allowed when required by law. The Data Protection Officer should generally allow access to archived data if it contains relevant evidence to support or defend a legal claim or lawsuit. The Data Protection Officer decides whether the data contains relevant data and may require a person who requests this data to sign an agreement which may include various terms including limiting the use of the data, limiting the persons who may see the data, and requiring the eventual return or destruction of all copies of the data that were provided. If a valid subpoena is issued for archived data, SCRYE or its member district may seek a protective order with various provisions including limitation of the data produced, restricting the use of the data, restricting the persons who may see the data, and requiring the return or destruction of all copies of the data.

**11. Survival.** The terms of paragraphs 4 through 9 shall survive the termination of this Agreement.



**Student Consent to South Central Rotary Youth Exchange, Inc.'s &  
its member Rotary District's Use & Release  
of My Collected Personal Data**

1. *Copy of policy provided.* I have been provided a copy of “*SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program.*” It explains how South Central Rotary Youth Exchange, Inc. (SCRYE) and its member Rotary district will use my personal data in my exchange and how it will share this data with others.

2. *Consent to use and disclosure of personal data.* I consent to SCRYE and its member Rotary district collecting, processing, using, and disclosing my personal data in a manner consistent with the *SCRYE Privacy Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program.*

Dated: \_\_\_\_\_  
Name of Exchange Student Signature

Dated: \_\_\_\_\_  
Name of Mother or Guardian  
(on my own behalf and student's) Signature

Dated: \_\_\_\_\_  
Name of Father or Guardian  
(on my own behalf and student's) Signature

**Instructions:** Regardless of the age of the student, this form should be signed by the exchange student and by both of his or her parents. If a parent does not have custody of the student and a guardian does, then the form should be signed by the guardian. A step parent needs to sign the form only if the step parent has adopted the student or has been appointed guardian of the student.

Club Name



# Club Compliance Certification

Rotary Youth Exchange, District \_\_\_\_\_ (Rev. 10 Jan. 2019)

## Rotary Club Identification

Club Name

President's Name

## Club Youth Exchange Chairman/Officer (Club YEO) for 20\_\_ - \_\_

Name

E-mail

Home Phone

Work Phone

Cell Phone

Fax

Street Address

City

State

Zip Code

## Rotarian Counselor

Name

E-mail

Home Phone

Work Phone

Cell Phone

Fax

Street Address

City

State

Zip Code

## Additional Members of the Club YE Committee (Add pages if needed)

Name

E-mail

Name

E-mail

Name

E-mail

Name

E-mail

## YEO Certification

I am the designated Youth Exchange Officer for my Rotary Club. I agree to the best of my ability to assure that:

- My Rotary Club's youth exchange program conforms to the standards of my Rotary District, Rotary International, the USA State Department, and the Council on Standards for International Travel.
- All members of our club Youth Exchange Committee in regular contact with exchange students (including our counselor and me) will be properly vetted throughout the period of each exchange.
- Our club complies with the *SCRYE Privacy Policy on the Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program*. We will disclose information only to the extent authorized by the policy. Although we are allowed to retain information so that we can maintain contact with former exchange students and host families, we will promptly destroy all other copies (electronic and paper) of data collected at the end of an exchange. (A copy of this policy has been provided to me.)

Club YEO Signature or E-signature

Date

/s/

## Club President Certification

I certify that the above information is correct and will provide my support to the Youth Exchange Committee and assure the youth exchange program's implementation within the guidelines of Rotary International, District Policies, the USA State Department, and the Council on Standards for International Educational Travel.

Club President Signature or E-signature

Date

/s/

### Summary of Information on Host Family that May Be Retained

Host family name	Address	Home Phone	
Student Hosted	Exchange Year	Country	American School Attended
Host Club	Host Club YEO Name	Host Club YEO email	Host Club YEO Phone
<b>Host Family Members</b>			
	Name	Phone	Email
Host Mother			
Host Father			
Child 1			
Child 2			
Child 3			
Child 4			
Child 5			
Child 6			
Other resident			
Other resident			
Other resident			

**Summary of Information on Volunteer that May Be Retained**

Volunteer name	Address	Home Phone	
Mobile Phone	Work Phone	Exchange Year	Role Served
Rotary Club (if any)	Email		

**Summary of Information on Outbound Student that May Be Preserved**

Student Name	Student Address	Student Phone	Student email
Year of Exchange	Host Country & District	Name Foreign Host YEO	Email Foreign Host YEO
Host Club YEO name	Host Club YEO email	Host Counselor name	Host Counselor email
Host Club & City	Host School	Host City	
Sponsor Club YEO name	Sponsor Club YEO email	Sponsor Counselor name	Sponsor Counselor email
Sponsor Club		American High School	
Father's name	Father's Address	Father's phone	Father's email
Mother's name	Mother's Address	Mother's phone	Mother's email

**Summary of Information on Inbound Student that May Be Preserved**

Student Name	Student Address	Student Phone	Student email
Exchange Year	Sponsor Country & District	Name Sponsor YEO	Email Sponsor YEO
Sponsor Club YEO name	Sponsor Club YEO email	Sponsor Counselor name	Sponsor Counselor email
Sponsor Club with City			
Host Club YEO name	Host Club YEO email	Host Counselor name	Host Counselor email
American High School	American Host City	Host Club	
Father's name	Father's Address	Father's phone	Father's email
Mother's name	Mother's Address	Mother's phone	Mother's email