

## **PRIVACY POLICY OF THE W & L SCHWAB CHARITABLE TRUST**

**(The I & F Westheimer Trust is a subsidiary of the W & L Schwab Charitable Trust)**

**Registered Charity No 1091870**

This privacy policy is designed to inform you about you how the W & L Schwab Charitable Trust (and its subsidiary, the I & F Westheimer Charitable Trust) uses personal information about individuals. We collect this information from individuals who apply to the Trust for financial support.

### **What is the W & L Schwab Charitable Trust?**

We are a grant giving charity that provides financial help for the education of young adult refugees and asylum seekers who are in need, and who meet our criteria. Grants and funding can take the form of one-off payments to individuals, or payment of fees for academic courses which are made through the individual's college or university or on occasion to an organisation who supporting the individual, according to their particular need.

### **What personal information do we process?**

We collect information from an online application form which each applicant is required to complete. All applications are then considered by Trustees of the SWT Board on a case by case basis.

We only keep this information for as long as we need to for the purpose of the application process, and for as long as is needed to administer the subsequent payment of the grant awarded. We may keep this information for up to three years after the period of study for which the grant is made in order to be better able to consider any subsequent applications from the same person. We make sure we keep the information secure and comply with legal obligations in relation to the work we do and rules that are in place so we can process this information safely.

### **How do we process personal information?**

In most cases, we receive personal information about applicants from their support worker or social worker or foster carer, with their knowledge and full consent. All applications must be made

through our online application system. This is protected by strict security measures, so that only those authorised to see the information are able to access it. These people include the Administrator of the Trust and the Board of Trustees.

### **Do we pass personal information to anyone else?**

We only pass on personal information if we need to for the purposes of carrying out our activities. For example, we may share information with other support networks, or appropriate agencies which might help the Trustees make a decision regarding assistance. Or agencies who might be able to assist an individual further with their current application or give advice at a later stage if the applicant is unsuccessful in their application. We never share personal data without the individual's explicit consent. Once a grant is awarded, the Trust contacts the University or College or supporting organisation to put the grant payment in place.

No personal data about applicants will be shared with other agencies without the consent of the individual.

### **Do we use personal information for marketing?**

We do not use personal information for any marketing purposes.

We only use personal information to promote the Trust with explicit consent from the individual.

If at any point the individual feels, whether during the application process or over the funding period, that the personal information held is inaccurate, or out of date, the individual is advised to contact the Trust via email at [info@swtrust.org.uk](mailto:info@swtrust.org.uk) so that this can be corrected.

### **Going forward**

We have updated our GDPR policy to comply with GDPR legislation. However, we have always been committed to respecting and protecting all data entrusted to us. We review our policy annually and update where necessary, and an updated version of this policy will be uploaded onto our website.

## **Application process**

If applicants send us a message via the 'Enquiry' section of our website, we will ask for the applicant's name and contact details, and we will use this information to respond to the enquiry. This enquiry will be sent directly to the Administrator of the Trust, via the website provider. This information will be deleted 12 months after the initial enquiry.

When an applicant comes to SWT for financial help, the application form will ask for personal information, which is required for the Trustees to consider the application. It will include the applicant's name, contact details, status and a resume of their education and background to their application. The information the applicant provides on the form will not be shared with anyone without informing the applicant first to ask for their permission.

The applicant will only receive communications from SWT that is relevant to their application. If their application is unsuccessful, SWT may contact the applicant to ask whether SWT could refer them to a partner organisation that may be able to offer them support or advice. This would be done only with the consent of the applicant. Unsuccessful applications will be destroyed or deleted from any electronic or hard copy records after 12 months.

All applications will be subject to references. Applicants must ask for permission from any referees before they submit the application form. SWT will normally contact the designated referees before making an award, but will ask for your explicit consent for this.