

## **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.

### **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.

### **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 work in partnership with Refugee Support Network and the data of all applicants to the Westheimer scholarship and other associated scholarships such as the Brittan scholarship is shared with RSN. Their privacy policy is available on their website.

Once a grant is awarded, the Trust contacts the University or College or supporting organisation to put the grant payment in place.

Outside the data-sharing outlined above, 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.

GDPR provides you with the following rights about your data. [Click here](#) to find out more details about each of these on the Information Commissioner's Office's website.

**The right to be informed:** You have the right to know - in a way that is understandable and clear - how and why SWT is collecting, using and storing your personal data.

- **The right to access:** You have the right to get your personal information from SWT in order to be aware of and verify the lawfulness of how we're using your data.
- **The right to rectification:** You have the right to have inaccurate information rectified and/or to ask us to complete your information if it is incomplete.
- **The right to erasure:** You have the 'right to be forgotten' and ask for your personal information to be erased by SWT.
- **The right to restrict processing:** You have the right to ask us to restrict or suppress your personal data.
- **The right to data portability:** You have the right to obtain and reuse your personal data for your own purposes across different services, allowing you to move, copy or transfer personal data from one IT environment to another in a safe and secure way.
- **The right to object:** You have the right to object to SWT processing your data on the grounds of our own legitimate interests, using your information for direct marketing and profiling, and for the purposes of research and statistics.
- GDPR also includes a range of rights in relation to **automated decision-making and profiling**.

If you are unhappy with any of our data processes or want to exercise any of these rights,

please get in touch with us via [info@swtrust.org.uk](mailto:info@swtrust.org.uk)

If you are not satisfied with the way that we have handled your request, you can complain to the Information Commissioner's Office (ICO). Their contact details can be found here:  
<https://ico.org.uk/concerns/>