

Privacy Policy

Statement as to how SWBT ('we') use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

We collect your data in order to fulfil our role as a charity giving payments to social workers experiencing financial hardship.

Our Policy

What data do we collect?

The personal information collected is name; date of birth; address; telephone number; e-mail address; Social Work Qualification; the registration number of the appropriate social work registration authority; employment and financial details.

The information is also sought on the name and date of birth of your dependents.

Applications to SWBT

When individuals apply to SWBT for a payment the information is supplied in an application form either electronically or by post. In the application form details are provided of their personal and financial circumstances to explain why a payment is needed and how it will be used.

Any personal information that is provided in the application will only be used for the administration and management of any payment awarded. Personal information is only seen by Trustees and the Designated Administrator at BASW who processes applications. The information is not shared with others.

All applicants are informed by post whether the application has been successful. Payments are made by cheque and sent to the address given by the applicant, it is important therefore that all the details are correct as we do not ask for applicant's bank account details. Those who are awarded a payment are asked to send SWBT an acknowledgement of receipt either by e-mail or post.

September 2021

SWBT does not have any further communication with the applicant unless they contact the Trust again.

Storing data

Data is held according to our retention policy set out below and in doing so we always comply with Data Protection Legislation (GDPR).

Requesting Access to your Data

Under Data Protection legislation, applicants have the right to request access to information about themselves that is held. To make a request email Chair@swbt.org.

Websites

Our website www.swbt.org.uk contains links to other websites. This privacy statement and policy only applies to the SWBT website. If a link is made to other organisations via the SWBT website it is important to read the privacy policy of that organisation.

Cookies – SWBT website does not use cookies.

Review of this Policy

SWBT keeps this policy under regular review.

Social Workers Benevolent Trust Retention Policy

Type of Record	Period Kept *	Reason Why	Outcome
Hard copy application- 1) where application approved 2) where application not approved	6 years	Audit and Finance; Complaints. Limitation Act. GDPR.	Destroy
	1 year	Audit; Complaints	Destroy
Computer generated application – 1) where application approved 2) where application not approved	6 years	Audit & Finance; Complaints, Limitation Act. GDPR.	Destroy
	1 year	Audit; Complaints	Destroy
Minutes	6 years	Audit and Finance; Complaints; Decision clarification; Keeping track of business.	Archive
Treasurer's Reports	6 years	Audit and Finance; Keeping Track of Business.	Archive
Gift Aid Details	6 Years	HMRC rules; Thanking Donors. GDPR	Destroy
Annual Report	6 Years	Audit & Finance, History, Limitation Act	Archive

*Note: 'Period kept' is from the end of the financial year in which the application is considered.

The Social Workers' Benevolent Trust was established in 1971 on the initiative of the British Association of Social Workers

And is registered with the Charity Commission.

Charity No: 262889