

## **Social Workers Benevolent Trust**

### **Role & Work of Archive Coordinator**

- **SWBT Archives**

Records have been held since SWBT was established in 1971.

The Hard Copy records from 1971 to 30<sup>th</sup> September 2018 are archived at the Modern Record Centre, University of Warwick for historical purposes & research. Prior to implementation of GDPR legislation in May 2018 all SWBT application forms, additional paperwork from applicants and correspondence with applicants were held. To meet GDPR legislation the Modern Record Centre now store these in a closed storage category for 100 years. The Hard Copy records in open storage from 1971 to 30<sup>th</sup> September 2018 includes: SWBT Meeting Documents, Annual Reports, Annual Data Statistic & Analysis, Annual Governance, Policies & Procedures, and Publicity & Marketing Campaigns.

In July 2018 SWBT computerised their systems with the Digital Records being held on SWBT Microsoft 365 Teams in a discrete area held on BASW computer system. From 1<sup>st</sup> October 2018 Final Digital Records only are to be archived at the Modern Record Centre, University of Warwick for historical purposes & research in accordance with the Privacy & Retention Policy table\*, to comply with GDPR requirements and demonstrate due diligence.

The SWBT Treasurer holds responsibility to maintain Financial Year Accounts to be destroyed after 6 years.

- **Archives Co-ordinator Responsibilities**

1. To maintain SWBT records to be archived as stated in the Privacy & Retention Policy.
2. At the end of the Financial Year to destroy records as stated in the Privacy & Retention Policy. Details when destroyed recorded in the Archives section in Microsoft 365 Teams.
3. To liaise with the Modern Record Centre, Warwick University.
4. At the end of the Financial Year to deposit records to be archived at Modern Record Centre, Warwick University as stated in the Privacy & Retention Policy. Details when deposited recorded in Archives section in Microsoft 365 Teams.

- **Archives Co-ordinator Duties**

1. To collate marketing, publicity & campaigns material throughout the Financial Year in the Reports, Documents, Publicity; Marketing; Campaigns Marketing file In Microsoft 365 Teams.
2. To maintain Archive Section on Microsoft 365 Teams.
3. To respond to any requests of information from SWBT Archives.
4. To respond to Modern Records Centre, Warwick University on any requests of information held in the SWBT archive.

## Privacy Policy

### Social Workers' Benevolent Trust

#### Social Workers Benevolent Trust Retention Policy

Type of Record	Period Kept *	Reason Why	Outcome
Hard copy information sent by applicant	3 months	A computer-generated file opened, and information uploaded.	Destroy
Computer-generated applicant file		Audit & Finance; Complaints, Limitation Act. GDPR.	
1) where application approved	3 years	Audit; Complaints.	Destroy
2) where application not approved	2 years		Destroy

Gift Aid Details	6 years	HMRC rules; Thanking Donors Limitation Act GDPR.	Destroy
Financial Reports	6 years	Audit & Finance; Keeping track of Business.	Destroy
Minutes	3 years	Audit & Finance; Complaints; Decision clarification; Keeping track of business.	Archive Digital
Annual Reports	3 years	Audit & Finance; History; Limitation Act GDPR.	Archive Digital
Annual Data Statistics & Analysis	3 Years	Keeping track of business; History.	Archive Digital
Annual Governance, Polices & Procedures (Annually on 30 <sup>th</sup> September from SWBT website)	3 years	Keeping track of business; History.	Archive Digital
Publicity; Marketing; Campaigns	3 years	History.	Archive Digital

\*Note: 'Period kept' – Are the number of financial years kept.

Digital records held on SWBT Microsoft 365 Teams for three years. After three years final digital record should be deposited and held by the Modern Records Centre at the University of Warwick.