



# Carer Respite Scheme

APPLICATION FORM

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Care in the Police Family Northern Ireland

If you require assistance please consult the scheme guidelines or contact the NIPF Assessment team on 028 9039 3556 or email us at [admin@nipolicefund.org](mailto:admin@nipolicefund.org)

## SECTION 1 Applicant's Details (Carer)

Name			
Address			
Postcode			
Telephone No		Date of Birth	
Mobile No		Email	
What is your relationship to the officer?			
Name of Officer			
Date of Birth			

## SECTION 2 Required Criteria

When applying for this scheme for the first time, please provide evidence of one of the following for the person you are caring for (see guidance notes for further information).	Disability Living Allowance/PIP	<input type="checkbox"/>
	Attendance Allowance	<input type="checkbox"/>
	Doctors Letter	<input type="checkbox"/>
Please indicate which of the following you have enclosed (see guidance notes for current grant value). This must be included or your application will not be processed.	Receipt	<input type="checkbox"/>
	Quotation	<input type="checkbox"/>
Further Information		

### SECTION 3 Details of other Grants and Awards

Have you previously received funding, or are in the process of applying for assistance for a respite break from any of the agencies listed below? (If yes, please give details)		YES/NO
Payment/awards received from	Details of payment/award	
Police Dependants Trust		
RUC GC-PSNI Benevolent Fund		
Disabled Police Officers' Association		
Retired Police Officers' Association		
Victims and Survivors Service		
Other (please give details)		

### SECTION 4 Payment Details

Please note, this section should only be completed if you have not provided the Fund with your account details or if your details have changed.		
<b>BANK DETAILS</b>	<b>PAYMENTS ARE MADE BY BACS</b>	
Name of Bank:		
Bank Account Name (s):		
Bank Account Number:		
Sort Code:		
Evidence – Please tick the document you have attached <b>ONLY ONE IS REQUIRED.</b>	1. Blank Cheque:	
	2. Blank Lodgement Slip:	
	3. Original Bank Statement:	
<p><b>CLIENT AUTHORISATION:</b> I consent to payment being made to the bank account listed above.</p> <p>Signed:</p> <p>Date:</p>		

## SECTION 5 Declaration

I declare that the information I have supplied on this form is true and complete to the best of my knowledge and give permission for enquiries to be made as to their accuracy.

I understand that if any of the information I have provided is found to be false, I will be disqualified from applying to this and future schemes with the Northern Ireland Police Fund, and any monies outstanding will be recouped.

I understand that applying to the Northern Ireland Police Fund does not guarantee the award of a grant.

**Applicant's signature:**

**Date:**

Please return your completed application form to:

**The Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood BT18 9QY.**

**Contact No. 028 9039 3556 [www.nipolicefund.org](http://www.nipolicefund.org)**

### PRIVACY NOTICE

The Northern Ireland Police Fund Regulations 2016 established The Northern Ireland Police Fund (the Fund) as a body corporate. The role of the Fund is to provide care and financial assistance to police officers and ex-officers who have been injured or disabled as a direct result of terrorism, and to the widows, widowers and families of police officers killed or injured through terrorism. This includes PSNI officers who may be killed or injured in the future in this way. We support our clients through our schemes which are designed to enable them to enjoy a quality of life in their home and make a positive long-term impact on their circumstances.

#### How we use your personal information:

- To establish your eligibility as a client of the Fund.
- To process grants for eligible clients of the Fund and the relevant processes involved.
- To keep you informed about new schemes that may be of interest to you or changes to the way we do things.

#### Where do you get my personal information from?

- We hold information that has been supplied to us from you, our client, via our application forms and the supporting documents that you include at our request as part of your application.

- We also hold reports created by our Occupational Therapists when they visit your home to assist in applications for disability equipment.

#### How long we will keep your personal information:

- We will hold your personal information for as long as you are a client of the Fund, it will then be destroyed or deleted in accordance with our retention and disposal schedule.
- If a client dies and they have a surviving spouse, that spouse will then automatically become an eligible client of the Fund for the duration of their natural life. The information for both will be kept together. It will then be destroyed or deleted in accordance with our retention and disposal schedule.
- Personal information about unsuccessful applicants will be held for 12 months, it will then be destroyed or deleted in accordance with our retention and disposal schedule.

#### Do you share my personal information with anyone else?

- We share information with the RUCGC PSNI Benevolent Fund in relation to making payments to Widows. This is to make sure our information is as up to date and accurate as possible.

#### How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Fund Data Protection Officer, at:

##### Northern Ireland Police Fund

Maryfield Complex  
100 Belfast Road  
Holywood  
BT18 9QY

Tel: 028 9039 3556

Email: [admin@nipolicefund.org](mailto:admin@nipolicefund.org)  
[www.nipolicefund.org](http://www.nipolicefund.org)

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

##### Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
<https://ico.org.uk>

For further information and to view our full Privacy Notice, including your rights as a data subject, please visit our website [www.nipolicefund.org](http://www.nipolicefund.org)