

**nipf**

**NORTHERN IRELAND  
POLICE FUND**

# **Eligibility**

**APPLICATION FORM**

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**Care in the Police Family Northern Ireland**



# Guidance Notes on Eligibility

## Section 1 Ex Officers

### Eligibility Criteria

Ex officers who have been seriously injured or disabled, physically/psychologically or both as a result of being the direct target of a terrorist attack and for which, a minimum Band 2\* Injury on Duty (IOD) medical discharge pension has been awarded. (Only incidents cited on your IOD banding papers will be considered for establishing eligibility)

\*NIPF may consider other evidence e.g. medical reports for eligibility if a Part Time Reserve Officer is not in receipt of an IOD.

SPED, arrival at the scene and injuries sustained at civil or public disorder incidents are examples of incidents that do not meet the eligibility criteria of The NIPF – this list is not exhaustive

Please enclose with this completed application form:

- a copy of your retirement papers or letter from the Policing Board confirming your disability banding level and injuries sustained as a result of being the direct target of a terrorist attack
- a copy of your Selected Medical Practitioners Report (SMP Report) which relates to your IOD percentage
  - Please note were eligibility is dependent on a Band 2 (IOD) or above that has a review period, updated reviews must be forwarded to NIPF if and when received so that the most up to date Banding is supplied.
- statement(s) of witness, doctors letters, medical certificate(s) of unfitness showing the incidents which you were involved in for which the award was made
- exact dates of incidents and how you were injured and any other information you may have that would enable us to link your IOD to you being the direct target of a terrorist attack and subsequently awarded as a result
- A copy of one document from each of the following categories:
  - Confirmation of Name: Full Driving Licence (both parts), Passport or Birth certificate
  - Confirmation of Address: Full Driving Licence (both parts), Utility bills, debit or credit card statements

We cannot access details of your IOD pension award or incident details as the data protection act prevents the Policing Board from giving us this information. You can contact the Policing Board directly to request:

- The incident details (Medical Report) which relates to your IOD percentage awarded
- A copy of your banding papers
- A copy of the BMI/Capita medical practitioners report, clarifying the reason your IOD was awarded i.e. dates and injuries sustained

Please note that under the Data Protection Act 1998, you are required to apply in writing to the Policing Board for information relating to your IOD Award and you are required to provide proof of identity when doing so

**Northern Ireland Policing Board, James House, Block D, 2-4 Cromac Avenue, The Gasworks Belfast, BT7 2JA**

**Tel: 028 9040 8500**

If you are unable to obtain the information required, you may need to contact your HR Department of your previous station to obtain a copy of your records.

## Section 2      Serving Officers

### Eligibility Criteria

Serving Officers who have serious physical injuries caused as a result of being the direct target of a terrorist attack

Please enclose with this completed application form:

- Any documentation showing that you were injured as a result of being the direct target of a terrorist attack. Such as, statement(s) of witness, doctors letters, medical certificate(s) of unfitness
- Exact dates of incidents and how you were injured and any other information you may have that would enable us to link you to being the direct target of a terrorist attack
- A copy of one document from each of the following categories:
  - Confirmation of Name: Full Driving Licence (both parts), Passport or Birth certificate
  - Confirmation of Address: Full Driving Licence (both parts), Utility bills, debit or credit card statements

## Section 3      Widows/Widowers or Parents

### Eligibility Criteria

Widow/ers including remarried widow/ers and Parents/legal guardians of RUC & PSNI officers whose death occurred as a result of being the direct target of a terrorist attack

Please enclose with this completed application form:

- A copy of your marriage certificate (widows/widowers only)
- A copy of one document from each of the following categories:
  - Confirmation of Name: Full Driving Licence (both parts), Passport or Birth certificate
  - Confirmation of Address: Full Driving Licence (both parts), Utility bills, debit or credit card statements

### Application Process

On receipt of your application and supporting documents, your information will be assessed and submitted to the Board of the Fund to make a decision on your eligibility.

If you require further assistance please do not hesitate to contact a member of the Assessment Team.

**Address:** Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY

**Tel:** 02890 393 556

**Email:** [admin@nipolicefund.gov.uk](mailto:admin@nipolicefund.gov.uk)

**Web:** [www.nipolicefund.gov.uk](http://www.nipolicefund.gov.uk)

If you require assistance contact the NIPF Assessment team on **028 9039 3556** or email us at [admin@nipolfund.gov.uk](mailto:admin@nipolfund.gov.uk)

### Important Information

**ALL APPLICANTS SHOULD REVIEW THE GUIDANCE NOTES ON ELIGIBILITY BEFORE COMPLETING THE APPLICATION FORM**

- Ex-officers please complete section 1
- Serving officers please complete section 2
- Widows/widowers or parents please complete section 3

### SECTION 1 Ex Officer

Name			
Address			
Postcode		Mobile Number	
Date of Birth		Landline Number	
Email			

**Please tick (✓) one of the following to confirm your degree of disablement from your Injury on Duty (IOD) pension**

Band 2: 25% - 50%	<input type="checkbox"/>	Band 3: 50% - 75%	<input type="checkbox"/>	Band 4: 75% - 100%	<input type="checkbox"/>
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**Please give full details of the attack, all injuries sustained and resulting disabilities that can be attributed to you being the direct target of a terrorist attack. Only Incidents cited on your IOD Banding papers will be considered for establishing eligibility. All supporting evidence should be submitted with this application. Please see Eligibility Guidance Notes.**

### 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 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.**

## SECTION 2 Serving Officers

Name			
Address			
Postcode		Mobile Number	
Date of Birth		Landline Number	
Email			

**Please give full details of the attack, all injuries sustained and resulting disabilities that can be attributed to you being the direct target of a terrorist attack. All supporting evidence should be submitted with this application. Please see Eligibility Guidance Notes.**

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### 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 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.**

## SECTION 3 Widow/Widowers & Parents

Name			
Address			
Postcode		Mobile Number	
Date of Birth		Landline Number	
Email			

**Please note you do not have to provide full details, we can get information from Lost Lives and Constabulary Heroes. Please see Eligibility Guidance Notes.**

Name of Murdered Officer		Officer's Date of Birth	
Place of Incident		Date of Incident	
Additional Information			

### 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 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.**

## 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 result of being the direct target of a terrorist attack, 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. 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 90 393 556

Email: [admin@nipolicefund.gov.uk](mailto:admin@nipolicefund.gov.uk)

- If you are still unhappy, 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.gov.uk](http://www.nipolicefund.gov.uk)