

04 November 2024

Dear Client

NIPF WINTER RECOGNITION PAYMENT AND CLIENT CONTACT INFORMATION

In my fourth year as CEO of the Northern Ireland Police Fund I am pleased to be able to write to you to let you know that the annual **Recognition Payment** from the Fund for this year will be **£700**.

In advance of NIPF making the recognition payment, please note the attached Client Contact Form. NIPF must keep accurate and up to date contact information, any changes to your details, including change of address or bank details, NIPF must be notified of. Please fully complete the attached Client Contact Form, returning to NIPF no later than Friday 15th November 2024, in preparation of NIPF making the recognition payment.

The payment will be made by electronic transfer directly into your account; a system the Fund have been using for some time which makes it easier for you to access the money. It is expected that payments will be processed during the week of the 9th – 13th December 2024.

The Board are delighted that NIPF are in a financial position and have agreed to set the Recognition Payment at this amount. This is consistent with the importance of the payment as a recognition of those who have sacrificed and suffered so much in service of the community.

On behalf of the Board, all our staff and myself, I wish you all a Peaceful and Happy Christmas and a Prosperous New Year. Above all, stay safe!

Yours sincerely



Kelly Robinson
Chief Executive Officer

CLIENT CONTACT FORM

Client Details / Payment Information / Contact Preferences / Alternative Contact

SECTION 1

CLIENT DETAILS

Salutation

Mr/Mrs/Miss/Ms/Other:

First Name(s)

Preferred Name

Last Name

Address
City
County
Postcode

Date of Birth

Email Address

Mobile Number

Landline

SECTION 2

PAYMENT INFORMATION

Please tick and submit one of the options below as confirmation of your bank details

Bank Name

Name on Account

Sort Code

Account Number

Bank Statement

Voided Cheque

Paying in Slip

SECTION 3

CONTACT PREFERENCES

Please tick you consent for NIPF to contact you via the methods below

Telephone, Letters & Email

SECTION 4

ALTERNATIVE CONTACT

Please write details of your chosen 'Alternative Contact'
If not required, please leave blank

Salutation	<input type="text" value="Mr/Mrs/Miss/Ms/Other:"/>	First Name(s)	<input type="text"/>
Preferred Name	<input type="text"/>	Last Name	<input type="text"/>
Address City County Postcode	<input type="text"/>		
Relationship to Client	<input type="text"/>	Email Address	<input type="text"/>
Mobile Number	<input type="text"/>	Landline	<input type="text"/>

I give permission for my chosen person to be contacted on my behalf for the following:
•Arranging Home Visits •Discussing applications •General Enquires
I understand that any mandatory paperwork may continue to be sent directly to me

Client Signature	<input type="text"/>	Date	<input type="text"/>
New Contact Signature	<input type="text"/>	Date	<input type="text"/>

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 enquires to be made as to their accuracy

Client Signature	<input type="text"/>	Date	<input type="text"/>
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OFFICE USE ONLY

Details Updated	<input type="checkbox"/>	Date	<input type="text"/>	Completed by	<input type="text"/>
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PRIVACY NOTICE

The Northern Ireland Police Fund Regulation 2016 established The Northern Ireland Police Fund (the Fund) as a body corporate for the purpose of providing financial assistance, advice, support and care to eligible persons in connection with the objectives in section 11 of the Financial Provisions Act (NI) 2014.

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.

Requests/Enquires:

We will process your personal information as follows:

- NIPF will process the personal data you provide in order to respond to your enquiry and to fulfil its responsibilities necessary for NIPF to perform public tasks.
- NIPF will process the personal data you provide, and any other relevant information, to investigate, action and resolve your concerns as part of our statutory duties and public tasks.
- NIPF will process your personal data and any other relevant information, including special category personal data, where it is necessary for us to establish, exercise or defend legal claims against the NIPF.
- NIPF may share this data with third parties such as our solicitors, Department of Justice, HM Courts and Tribunals Service (HMCTS), and other legal professionals where it is necessary for the purpose of legal proceedings, obtaining legal advice or otherwise establishing, exercising or defending legal rights, or as required by a rule of law.

Processing of Special Categories of Data:

We process data concerning your health in order to:

- Establish eligibility; and to
- Support our clients through Occupational Medicine.

The Legal Basis for this processing is Art 13 (g) GDPR: Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The legal basis for NIPF processing your personal data as above, and NIPF will always meet at least one of the following bases within the UK General Data Protection regulation (UK GDPR) but not limited to:

- The processing is necessary for us to perform our public tasks or a task in the public interest Article 6 (1)(e)
- The processing is necessary to exercise our defend legal claims Article 9 (2)(f)
- The processing is necessary for reasons of substantial public interest Article 9 (2)(g) and Schedule 1, Part 2 of the DPA 2018

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.

Please return your completed form and attached documents to:

The Northern Ireland Police Fund, Maryfield Complex, 100 Belfast Road, Holywood BT18 9QY OR: admin@nipolicyfund.gov.uk

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 be held for 10 years and then 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.
- Student bursary applications will be held for 3 years after the end of the last funded academic year. 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.
- We share information with Danske Bank in order to make payments either electronically, or by cheque.

What rights do I have?

●The right to be informed.

This privacy notice explains who we are, how we use your personal information and who we share your information with.

●The right of access.

You have the right to access the personal data that we hold about you. Before submitting a subject access request (SAR) please contact our Data Protection Officer to request NIPF SAR procedures (please see contact details below).

●The right to rectification.

All clients have the right to have any inaccurate data regarding them corrected if it is inaccurate or incomplete.

●The right to erasure.

All clients have the right of erasure of personal data without delay where certain conditions are met.

●The right to restrict processing

You have the right to 'block' or suppress processing of personal data, in specific circumstances.

●The right to data portability.

You have the right to data portability, in specific circumstances.

●The right to object.

The GDPR gives individuals the right to object to the processing of their personal data in certain circumstances.

When you visit our website?

Whenever anyone visits our website www.nipolicyfund.gov.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

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 Information Data Protection Officer, at:

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

Email: admin@nipolicyfund.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

Web: <https://ico.org.uk/global/contact-us/>

For further information and to view our full Privacy Notice, please visit our website www.nipolicyfund.gov.uk