



# **Disability Adaptations Scheme**

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**2026/2027 APPLICATION FORM**

**Care in the Police Family Northern Ireland**

## DISABILITY ADAPTATIONS GUIDANCE NOTES

The Disability Adaptations Scheme is intended to provide funding for the provision of specialised equipment and adaptations to dwellings that is intended to help those cope on a daily basis with the injuries or disablement they have sustained as a result of being the direct target of a terrorist attack or loss.

### WHO CAN APPLY

- Ex Officers\*
- Serving Officers\*
- Widow/Widowers
- Parents

\*Carers who live at the same address may be considered if the client is making an application for Disability Adaptations

### CRITERIA

The client's eligibility will be assessed during a home visit carried out by an Assessment Officer.

To request a referral to an NIPF Occupational Therapist (OT), the client must provide a copy of their medical data (commonly referred to as 'Core Data' or a 'Clinical Summary'). This can be obtained from their GP and should be no more than 1–2 pages in length.

As NIPF cannot access medical records directly, providing this information is essential. It enables the OT to make recommendations that are tailored to the client's specific needs.

### WHAT WE WILL FUND

- Specialised equipment and adaptations that have been recommended by an NIPF OT
- Equipment designed for sensory impairment

This list is not exhaustive and is on the basis of acceptable quotations

### WHAT WE WILL NOT FUND

- Items that have NOT been recommended by an NIPF OT

NIPF can only consider funding quoted items that are 'like for like' to the OT recommendations

### PROCESS

- A home visit is arranged with the client's Assessment Officer to confirm eligibility for this scheme.
- Client submits a copy of their core data.
- A referral will be sent to an NIPF OT.
- NIPF OT will get in touch with client to arrange suitable date/time for assessment to be carried out.
- OT Report & recommendations will be sent to Assessment Officer who will review.
- OT Recommendations letter will be sent to client to request quotations that are 'like for like' to the OT recommendations.
- Once acceptable quotations are received, requested item(s) will be considered for funding. If approved, a letter of offer will be sent to the client which explains the terms and conditions in full.
- Once the letter of offer has been signed by the client and returned to NIPF, the agreed amount will be made directly into the client's account.
- Assessment Officers will contact client to advise payment has been sent. Clients must check they have received the funds before they purchase any items. (Any items purchased before date of grant paid will result in the client refunding the grant money).
- Receipts are to be submitted within 3 months of payment sent date. Receipt guidelines will be provided with the letter of offer.

### WHAT TO REMEMBER

- Quotations are not to be obtained until OT Recommendations letter has been sent.
- A grant cannot be considered where a client has entered into any financial agreements or paying deposits for items. These instances are considered as seeking retrospective funding and therefore will not be considered for grant funding. Any items paid in cash will result in the client returning the grant money.
- All applications must demonstrate proportionality and value for money. Approval is subject to the discretion of the Fund.

**SECTION 1** **CLIENT DETAILS**

Salutation	<input type="text"/>	First Name(s)	<input type="text"/>
Preferred Name	<input type="text"/>	Last Name	<input type="text"/>
Address City County Postcode	<input type="text"/>		
Date of Birth	<input type="text"/>	Email Address	<input type="text"/>
Mobile Number	<input type="text"/>	Landline	<input type="text"/>

**SECTION 2** **CHECKLIST**

Please tick to confirm the following:

I have included a copy of my medical summary with this application	<input type="checkbox"/>
I've read and understood the Guidance Notes	<input type="checkbox"/>

**SECTION 3** **ADDITIONAL COMMENTS**

Please use this section if you would like to add any additional information

## SECTION 4

## PAYMENT INFORMATION

This section only needs to be completed if you are providing **NEW** information or this is your **FIRST** application

Bank Name

Name on Account

Sort Code

Account Number

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

Bank Statement

Blank Cheque

Lodgement Slip

## 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. 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.

Client Signature

Date

## OFFICE USE ONLY

Details Updated

Date

Completed by

## 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.

#### 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](http://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](mailto: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](mailto: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](http://www.nipolicyfund.gov.uk)