



# Eligibility

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## 2026/2027 APPLICATION FORM

### Care in the Police Family Northern Ireland

## ELIGIBILITY GUIDANCE NOTES

The role of the Fund is to provide care and financial assistance to police officers and ex-officers who have been injured or disabled from 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.

### WHO CAN APPLY

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

### 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.

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

- **Serving Officers** who have serious physical injuries caused as a result of being the direct target of a terrorist attack will be considered for help under the Disability Adaptations Scheme only.

- **Widow/Widowers** (including remarried widows/widowers) and ● **Parents** of RUC & PSNI officers whose death occurred as a result of being the direct target of a terrorist attack.

### WHAT WE WILL CONSIDER

- Retirement papers or a letter from Policing Board confirming your disability banding level and injuries sustained as a result of being the direct target of a terrorist attack
- Selected Medical Practitioners Report which relates to IOD
- Statements of witness, doctors letters, medical certificates of unfitness showing the incidents which you were involved in for which the award was made
- Marriage Certificate (Widow/Widowers only)

### WHAT WE WILL NOT CONSIDER

Incidents cited on banding papers such as:

- SPED
- Arrival at any scene
- Injuries sustained at civil or public disorder incidents
- Injuries sustained from performing the ordinary duties of a police officer

**This list is not exhaustive**

### PROCESS

- Applicant submits the application form with required evidence and identification.
- The application will be reviewed, and if complete, will proceed to the next available Board meeting.
- NIPF will contact applicant via letter with the outcome of their application.
- If eligible, a home visit will be arranged with your appointed Assessment Officer & Head of Assessment to discuss the schemes available.

### WHAT TO REMEMBER

- 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. 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 identify 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.

- 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 may also be considered.

- A copy of **one** document from each of the following categories is required for all applicants:

A. Confirmation of Name: Full driving licence (both parts), Passport or Birth certificate

B. Confirmation of Address: Full driving licence (both parts), Utility bills, debit or credit card statements

- Any applicants who have been found ineligible by board and reapply within 12 months of receiving the final outcome letter must provide new information that meets NIPF Eligibility Criteria (as noted above). If no new information is supplied that supports Eligibility Criteria and your application is based on the same incident(s) as your previous application, it will not be presented to Board for consideration. This is due to the administration burden of processing a further application and is in line with the NIPF Privacy notice regarding retention and disposal schedule.

## SECTION 1

## APPLICANT DETAILS

Salutation

First Name(s)

Preferred Name

Last Name

Address  
City  
County  
Postcode

Date of Birth

Email Address

Mobile Number

Landline

## SECTION 2

## EX OFFICERS

If you are NOT an Ex Officer, please leave this section blank and move onto the next section  
Ex Officers please complete the following:

Date of Joining

Date of Discharge

Force Number

Date of Incident

Place of Incident

Please tick one of the following to confirm your degree of disablement from your Injury on Duty Pension

Band 2: 25%-50%

Band 3: 50%-75%

Band 4: 75%-100%

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.

Please ensure to enclose a copy of all evidence that states you were a direct target of a terrorist attack. Examples of this are:

- Retirement papers or a letter from Policing Board confirming your disability banding level and injuries sustained as a result of being the direct target of a terrorist attack
- Selected Medical Practitioners Report which relates to IOD
- Statements of witness, doctors letters, medical certificates of unfitness showing the incidents which you were involved in for which the award was made

SPED, arrival at any scene, injuries sustained at civil or public disorder incidents and injuries sustained from performing the ordinary duties of a police officer are examples of incidents that do not meet the eligibility criteria of the NIPF. **This list is not exhaustive.**

### SECTION 3

### SERVING OFFICERS

If you are NOT a Serving Officer, please leave this section blank and move onto the next section  
Serving Officers, please complete the following:

Date of Joining

Force Number

Date of Incident

Place of Incident

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.

Please ensure to enclose a copy of all evidence that states you were a direct target of a terrorist attack. Examples of this are:

- Statements of witness, doctors letters, medical certificates of unfitness showing the incidents which you were involved in

SPED, arrival at any scene, injuries sustained at civil or public disorder incidents and injuries sustained from performing the ordinary duties of a police officer are examples of incidents that do not meet the eligibility criteria of the NIPF. **This list is not exhaustive.**

### SECTION 4

### WIDOW/WIDOWERS & PARENTS

If you are NOT a Widow/Widower or Parent, please leave this section blank and move onto the next section  
Widows/Widowers & Parents, please complete the following:

Name of Murdered Officer

Officers Date of Birth

Place of Incident

Date of Incident

Widow/Widowers only, please ensure to enclose a copy of your marriage certificate with this application.

Please also note you do not have to provide full details of the incident as we can get information from Lost Lives and Constabulary Heroes.

**SECTION 5**

**ADDITIONAL COMMENTS**

All applicants, please use this section if you would like to add any additional information

**SECTION 6**

**CHECKLIST**

All applicants, please tick to confirm the following:

I have included copies of the required documents as per the guidance notes

I have included copies of my identification as per the guidance notes

I've read and understood the Guidance Notes before completing this application

**SECTION 7**

**DECLARATION**

All applicants, please confirm:

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

Applicant 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)