

Dear Member,

#### Lancashire Police Federation services and your retirement

We have received notification from your HR department that you are about to retire from Lancashire Constabulary, and we would like to take this opportunity of wishing you a long and happy retirement.

Some of the services that we provided during your time as a police officer are still available. We have enclosed various application forms within this document. We have also added a Data Protection Privacy Notice which we would like you to complete and return. It explains what information we keep and how we use this information. This information is not shared with any third party or used in any other way than is detailed.

If you also need to update your Group Insurance Beneficiary form please contact the office on the phone number or email below.

If you have any queries regarding any of these documents please do not hesitate to contact us.

Yours faithfully

**Lancashire Police Federation** 

01772 584556

lancashire@polfed.org

#### ENC

- 1. Privacy Notice
- 2. Retired Group Insurance Application
- 3. Ben Fund Application
- 4. Police Treatment Centre Application
- 5. NARPO Application

#### **Lancashire Police Federation Privacy Notice**

#### Retiree

Lancashire Police Federation of England and Wales is committed to respecting your privacy. This privacy policy applies to members.

Unless stated otherwise, the PFEW is the Controller of any personal information collected from you.

We will update this privacy policy from time to time. Any changes will be posted on this page with an updated revision date. If we make any material changes, we will provide notice.

#### What do we collect from you?

We collect information about visitors to our website in the form of 'cookies.' You can read more about how we use cookies in our <u>Cookies policy</u>.

We collect information about our members, which is provided to us by police forces or direct from yourself. This information includes, but may not be limited to:

- Name
- Address
- Email
- Force
- Division/Station
- Contact telephone number
- Date of birth
- National insurance number
- Warrant number
- Marital status
- Case information and notes

#### How do we use your information?

Depending on how you interact with us, we may use your information in different ways. As a member, we may use your information to:

- Contact you about Federation matters (e.g. voting, training)
- Process claims on your behalf
- Conduct statistical research

#### **Sharing Your Information**

We will not share your information with any third parties for the purposes of direct marketing without your consent.

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

In some circumstances we are legally obliged to share information. For example, under a court order, but in any such scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making and satisfy ourselves we have a legal basis on which to share the information.

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

#### Children

We do not provide services directly to children or proactively collect their personal information. However, we are sometimes given information about children while handling a claim. The information in the relevant parts of this notice applies to children as well as adults.

#### **Lancashire Police Federation Privacy Notice Retiree Cont.......**

#### **Security**

We use a variety of organisational, physical and IT security measures to help safeguard your personal information.

#### **Locations of Processing**

Your personal information will be stored within the EU.

#### **Legal Basis**

When we collect from you any personal information, we do so:

- As part of our public task, as laid down in statute
- Where necessary to comply with a contract we have entered with you
- Where we have a legitimate interest in doing so, provided it is not outweighed by your right to privacy

#### **Your Rights**

You have the right, as may be applicable, to request:

- Access to the personal information you have given to us
- Rectification of information you think is inaccurate
- Erasure of your personal information in certain circumstances
- · Restriction of or objection to our processing where you dispute information we have
- Portability of your personal information

If you would like to exercise any of these rights, please contact the DPO at the details given below.

#### **Data Protection Officer and Contact information**

The Data Protection Officer (DPO) of PFEW is the National Secretary. If you have any questions, comments, complaints or requests regarding this privacy policy or our processing of your information, please contact us:

**Data Protection Office** 

Police Federation of England and Wales

**Federation House** 

**Highbury Drive** 

Leatherhead

Surrey

**KT22 7UY** 

Email: dataprotection@polfed.org

You have the right to complain to the Information Commissioner at www.ico.org.uk Tel 0303 12311132

PLEASE SIGN THIS FORM TO GIVE YOUR CONSE	NT FOR US TO RETAIN THIS INFORMATION
I (NAME) COLLAR	
HOME EMAIL	
MOBILE	
SIGNED	DATE

#### LANCASHIRE POLICE FEDERATION GROUP INSURANCE SCHEME

## Retirement or Voluntary Severance Option

As you are retiring or taking voluntary severance from Lancashire Police you have the option to continue as a retired member of the Group Insurance Scheme. Benefits and costs are shown below.

Once this form, the direct debit mandate and Beneficiary Nomination Forms are completed please return them to the Federation Office.

You must check that your monthly direct debit payments are maintained as failure to do so may result in your cover being cancelled or not commencing.

**Please note:** For Life Cover, your serving Life Cover will reduce as a retired member and will reduce again at age 55 & 60. All Life cover ceases on your 70<sup>th</sup> Birthday.

Members Name:			
Address:			
Postcode:			
Date of Birth:		Retirement Date:	
Fmail·	Tel Number		

Member Benefit	Cover	Member Subscription
Life Insurance: aged <55	£50,000	
Life Insurance: aged 55-59	£25,000	
Life Insurance: aged 60-64	£12,500	
Life Insurance: aged 65-69	£5,000	
Terminal Prognosis Advance (aged <64)	20%	
Worldwide Travel Policy	Family	
RedArc/Health Assured	Family	
Legal Expenses	Included	
Motor Breakdown (Europe)	Family	
Mobile Phone	Couple	
GP 24	Family	£35

Partner Benefit	Cover	Partner Subscription
Life Insurance: aged <55	£25,000	
Life Insurance: aged 55-59	£12,500	
Life Insurance: aged 60-64	£6,250	
Life Insurance: aged 65-69	£2,500	
Terminal Prognosis Advance (aged <64)	20%	
		£7.32



I, the undersigned, confirm I wish to continue membership of the Retired Group Insurance Scheme as indicated below: -
MEMBER ONLY:
MEMBER AND CURRENTLY SUBSCRIBING PARTNER**:
(Please tick as applicable)
** Please note: You only have the option to continue cover for your partner who is currently insured under the Serving Group Insurance Scheme. You do not have the option to add a partner or change the partner details when joining the Retired Group Insurance Scheme.
If you are continuing to cover your currently subscribing partner, please provide your partner's name and date of birth below:
Name:
Date of Birth:/
Member signature:Date:
For Federation Use Only:
We confirm that the member / partner stated above was part of the Group Insurance prior to retirement or taking voluntary severance
Name:
Signature:





# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball

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This guarantee should be detached and retained by the payer.

# The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Philip Williams (G Ins) Management Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Philip Williams (G Ins) Management Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Philip Williams (G Ins) Management Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Philip Williams (G Ins) Management Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

#### Privacy Notice (also known as "Fair Processing Notice")

#### **Data Controller:**

Philip Williams (G Ins) Management Limited, 35 Walton Road, Stockton Heath, Warrington WA4 6NW Contact for queries:

Data Protection Manager, Tel. 01925 604421. Email dataprotection@philipwilliams.co.uk

#### How will we use the information you give us?

We will only use your information on the basis that it is necessary to administer your insurance contract or help you make a claim. Where we need to pass information to other firms, it will only be for that purpose. These firms will be Insurers, other insurance brokers, firms handling claims, finance providers and firms that process or administer our records, including Federations / Trust Administrators.

When we contact you, it will either be for the above reason, or because we have a legitimate interest in marketing related products. For any other marketing it will only be with your consent and you will be able to withdraw your consent or unsubscribe easily at any time.

If we have to transfer information to a third country outside the EU, we will only do so if a similar level of protection applies. If we need to obtain information which is by nature sensitive, we will only do so on the basis that it is in the public interest - for example to fight crime, prevent fraud or to make sure insurance is available.

#### What type of personal information do we need?

- We may need personal details which might include details of lifestyle, family, finances, business or education.
- We will only collect what is necessary and will only keep it for as long as we are required to do in line with our data retention policy.

#### What other types of information do we need?

- Under certain circumstances we may also need to obtain information about Race or Origin, Gender, Religion, Health, Politics, Genetics, Trade Union Membership, Sex or Sexual Orientation.
- We might also need details of criminal convictions.
- We will only collect what is necessary and protect it with appropriate security measures.

#### How do we obtain your information?

- We may gather it from information you submit to a website, by telephone, mail, face to face or by email.
- We may receive it from insurers, other insurance brokers, firms handling claims, finance providers and firms that process or store our records, including Federations / Trust Administrators.

#### What are my legal rights?

- You can obtain a copy of your personal information from us without charge by contacting us at the address above. This may include the right to transfer information to other providers.
- You have the right to ask us to correct information.
- You have the right to ask us to delete your information or stop using it, unless it is necessary for us to retain it for insurance or financial purposes as set out in our document retention policy.
- You may have the right to object if decisions about you are made solely by a computer.
- You have the right to complain to the Information Commissioner at <a href="www.ico.org.uk">www.ico.org.uk</a>, Tel 0303 1231113.



BB68BG

## St Michael's Lodge, Northcote Road, Langho, Lancashire, BB6 8BG

Tel: 01254 244980

E-mail: membership@nwpbf.org
Web: www.thebenfund.co.uk
Registered Charity No. 503045

Version: 24/03/2021

#### **RETIRING OFFICER - CONTINUING MEMBERSHIP FORM**

As a retired member you will be entitled to continue to access the services provided by The Ben Fund. The monthly contribution for retired members is £6.00.

	To be completed by officers retiring from CHESHIRE, CUMBRIA, GMP, MERSEYSIDE or NORTH WALES								
	e force served in prior to retirement was <b>Cheshir</b> deduction via your pension provider, and this sig		nbria, GMP, Merseyside or North Wales we will be able orm will act as your authority.	arrange					
I am a retired officer and want to donate £6.00 per month. This is to be taken at source from my pension.									
	To be completed by of	fficers	retiring from LANCASHIRE or NCA						
	e force served in prior to retirement was <b>Lancash</b> thly donation, we will contact you again to comp		<b>NCA</b> we will need to arrange a Standing Order to collect bank mandate.	your					
	n a retired officer and want to donate £6.00 per n Fund	mont	h. I agree to set up a standing order directly with The						
	To be completed by all - PLEASE COMPLETE IN BLOCK CAPITALS								
F	FULL NAME: (including middle names)		HOME ADDRESS (inc. POSTCODE):						
C	DATE OF BIRTH:								
P	PHONE NUMBER:		EMAIL ADDRESS:						
F	FORCE SERVED IN PRIOR TO RETIREMENT:		RETIREMENT DATE:						
N	NATIONAL INSURANCE NUMBER:								
S	SIGNATURE (HANDWRITTEN):		DATE:						
	Please note our Privacy Polic	y is av	vailable to view at www.thebenfund.co.uk						
	e would like to send you occasional texts or email e of your personal contact details for this purpose		ut membership offers and benefits. If you agree to the see tick the box.						
	Email your completed form to: membership@nwpbf.org		or office use only. To be completed by The Ben Fund administration.						
	Or by post to:		Database updated:						
S	Membership Administration at The Ben Fund St Michael's Lodge		Standing Order set up/added to Xero (Lancashire):						
	Northcote Road Langho		Sent to XPS (all other forces):						
В	Blackburn Scanned and filed:								



Return your completed form to:

or:

membership@nwpbf.org

## St Michael's Lodge, Northcote Road, Langho, Lancashire, BB6 8BG

Tel: 01254 244980

E-mail: membership@nwpbf.org
Web: www.thebenfund.co.uk
Registered Charity No. 503045

#### STANDING ORDER MANDATE - NORTH WEST POLICE BENVOLENT FUND

the Manager				
our bank address:				
we hereby authoris	e and request you to debi	t my/our		
Account name:	, ,			
ccount Details:				
Sor	t Code:		Account No:	
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Please ensure that t ayment to our recor		count is included in	this box so that we	e can accurately match you
For NWPBF ad	ministration only.			
		To the bank:		
Diago	e quote Reference No:	on th	o standing order	Thank way

Membership Administration at NWPBF St Michael's Lodge Northcote Road, Langho Blackburn BB6 8BG



## St Michael's Lodge, Northcote Road, Langho, Lancashire, BB6 8BG

Tel: 01254 244980

E-mail: membership@nwpbf.org
Web: www.thebenfund.co.uk
Registered Charity No. 503045

#### GIFT AID DECLARATION - NORTH WEST POLICE BENEVOLENT FUND

Charity Gift Aid Declaration – multiple Gift Aid donation boosts your contribution by an

			aimed by the charity from the ta lentify you as a current UK taxpa	
	If you would like to Gift Ai	d your donations, please	tick the box:	
	If you <u>do not</u> wish to Gift A	Aid your donations, pleas	se tick the box:	
			I any donations I make in the futuity No. 503045), until I notify the	-
	axpayer and understand th		c and/or Capital Gains Tax than th	e amount of Gift Aid claimed
on all my o	donations in that tax year it	is my responsibility to p	ay any unterence.	
	Title:			
	First name or initial(s):			
	Surname:			
	Address:			
	Postcode:			
	Force Served in:			
	Date:			
	Signature (Handwritten):			
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		declaration at any time h	by notifying the North West Polic	e Renevalent Fund
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	•	•	nd you no longer pay tax on your i	, -
	equal to the tax tha	t the charity reclaims, yo	ou can cancel your declaration (se	ee note 1).
	4. If you pay tax at the	higher rate you can clai	m further tax relief in your Self-A	ssessment tax return.
	5. If you are unsure w	hether your donations q	ualify for Gift Aid tax relief, ask	the charity. Or ask your
	local tax office for le	eaflet IR113 Gift Aid.		
	6. Please notify the N\	NP Benevolent Fund if yo	ou change your name or address	

Membership Administration at NWPBF St Michael's Lodge Northcote Road, Langho Blackburn BB6 8BG

Return your completed form to:



#### Sign up Form

We make a difference to the lives of around four thousand Serving and Retired Police Officers each year by providing treatment & support, including intensive, police-specific, physiotherapy and rehabilitation.

For just £7.80 per month for Serving Officers, and £4.50 per month for Retired Offices the Police Treatment Centres can support you during difficult times. Your donation gives you access to free, expert, police - specific treatment at one of our two centres subject to clinical approval and availability.

All direct debits will be processed on the 1st of the month.

a. If you would like us to email you with the details of the or	online direct debit form, please com	plete below:
lame:		
mail Address:		
s. Alternatively, if you would prefer to complete a paper co	py of the direct debit, please compl	ete the following two pages:
lame: Collar	Number:	
ddress:		
Post Code:		
mail Address:		
Force (or previous):Date of	of Retirement (If relevant):	
f Signing up following relocation in Retirement from a n	non- constituent Force, please co	mplete the following:
Police Community Support Officer  Police Community Support Officer  Detention / Custody Officer  Special Constable  I would like to donate each  (Minimum of £7.80 or Serving Officers / £4.50 for Retired Officers)	Retired Officer Serving Officer (  ch month  fficers to be eligible for treatment so	MDP, Immigration Enforcement ONLY)  ubject to clinical approval)
Student Officer (First 12 months FREE):	Yes ¤	No ¤
giftaid it  Gift Aid Declaration: Please treat all money th declaration as Gift Aid donations  You must pay an amount of income tax and/or capital tax in each donation(s)  Signature:		future gifts of money that I make from the date of this charity claim from HM Revenue and Customs on your Gift Aid

Please fill in the whole form including official use box using a ballpoint pen and send it to: I agree to the use of my personal contact details to enable the Police

Treatment Centres to make calls, send texts or emails about the vital work it does for the Police Family, it's fundraising appeals and opportunities to support the PTC. Our

Privacy Policy is available at www.thepolicetreatmentcentres.org

Please return your forms to: The Police Treatment Centres, St Andrews, Harlow Moor Road, Harrogate,

North Yorkshire HG2 0AD.



#### Instruction to your bank or building society to pay by direct debit direct debit

#### **The Police Treatment Centres**

St Andrews, Harlow Moor Road, Harrogate, HG2 0AD

Service user

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This guarantee should be detached and retained by the payer.

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the Police Treatment Centres will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Police Treatment Centres to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Police Treatment Centres or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when the Police Treatment Centres asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## **NARPO** About Us



NARPO is a member organisation that represents over 91,000 retired police officers of all ranks and police widows and widowers from all forces across England and Wales.

We provide an important voice to retired police officers across England and Wales. We offer advice and support to our members

in Life, Work and in Leisure after the Police. Annual membership fees are low and are usually deducted from your pension.

Join NARPO today and receive the following benefits as well as a copy of our glossy, quarterly magazine NARPOnews:

#### LIFE

- ✓ Up to date advice and support on police
- ✓ Access to NARPO's travel and healthcare insurance
- ✓ Competitive member rates on car insurance from Police Mutual
- Campaigning on the issues that impact our members

#### WORK

- ✓ A wide range of full
- ✓ Roles that are perfectly suited to ex-officers

#### **LEISURE**

- ✓ Exclusive member discounts on holidays
- ✓ Discounts on products and services
- ✓ Networking and connecting members

#### JOINING IS EASY

Complete your details and return your application to either the secretary of your chosen NARPO branch (details overleaf) or send to:

NARPO house, 38 Bond Street, Wakefield, West Yorkshire, WF1 2QP. Tel: 01924 362166

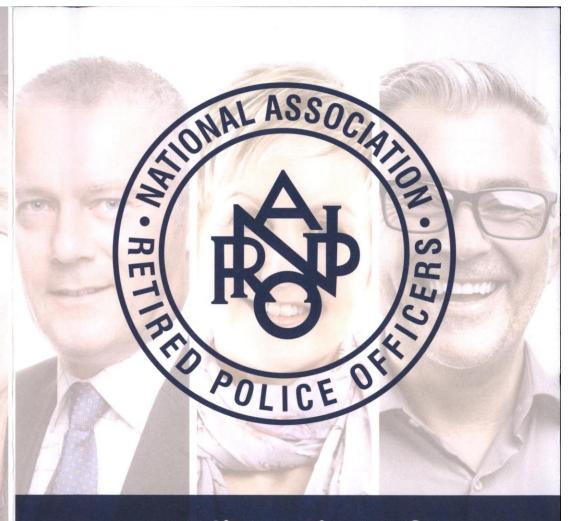
Email: hq@narpo.org

Alternatively, you can join online at www.narpo.org

Salutation: Hons:						
Forename(s):						
Surname:						
Address:						
3						
Postcode:						
Town/City:Country:						
National Insurance No:						
Date of Birth:Tel:						
Email:						
Partner Name:Partner DoB:						
From which Force did you retire:						
Retirement Date:						
Police Pension: Yes 🗆 No 🗆 Pension No or Warrant No (MPS only)						
Pension Type: Ordinary $\square$ Short Service $\square$ III Health $\square$ Widow $\square$ Injury $\square$						
If no Police pension, please outline your connection to the Police:						
Which branch would you like to join? (See back page for full list and tick the box of your choice).						
I hereby authorise deduction from my pension at the relevant applicable subscription rate $\;\Box$						
I wish to receive future details of membership benefits and special offers □						
I wish to receive future Branch circulations of offers and information   Please refer to our privacy policy at www.narpo.org for further information about how we process your personal						
information.						
Signed: Date:						

PLEASE TIC	K W	HICH BRANCH YOU V	vou	LD LIKE TO JOIN	
Avon and Somerset		Hampshire (Isle of Wight)		Nottinghamshire	
Avon and Somerset		Hampshire (North)		South Wales	
Bristol Avon		Hampshire (Portsmouth		Cardiff	
Bedfordshire		& South East)		Glamorgan	
Cambridgeshire		Hertfordshire		Swansea	
Cheshire		Humberside		South Yorkshire	
Chester		Isle of Man		Barnsley	
Crewe and District		Kent		Doncaster	
Macclesfield		Dartford and District		Rotherham and District	
Northwich		East Kent		Sheffield	
Warrington		Maidstone and District		Staffordshire	
City of London		Medway and District		Suffolk	
Cleveland		Tunbridge Wells		Surrey	
Cumbria		Lancashire		Sussex	
Derbyshire		Blackpool		Brighton and District	
		East Lancashire		Chichester	
Devon and Cornwall		Lancaster and		Eastbourne	
Cornwall		Morecambe		Hastings and	
Exeter and District		Preston and District		Rother District	
North Devon		Leicestershire		North Sussex	
Plymouth South Devon		Lincolnshire		Worthing and District	
The Carlotte Committee of the Carlotte Commi		London/Metropolitan		Thames Valley	
Dorset		Merseyside		TVP Berkshire	
Durham		Merseyside		TVP Buckinghamshire	
Dyfed Powys		St Helens		TVP Oxfordshire	
Essex	P.4	Southport and District		Warwickshire	
Essex Chelmsford		Wirral		West Mercia	
Essex Colchester	483	Norfolk		West Midlands	
and NE Essex		North Wales		Coventry	
Essex Southend on Sea		Denbigh		Walsall	
Gloucestershire		Flint		Birmingham	
Greater Manchester		Gwynedd		Dudley and District	
Altrincham		North Yorkshire		Wolverhampton	
Bolton		Harrogate and Skipton		West Yorkshire	
Bury and District		Scarborough		Bradford	
Manchester and District		York		Dewsbury	
Oldham		York North Riding		Halifax	
Rochdale				Huddersfield	0
Salford		Northamptonshire		Keighley & District	
Tameside		Northumbria		Leeds and District	
Wigan and Leigh		Gateshead		Pontefract	
Gwent		Northumbria		Wakefield	
Hampshire		South Shields		Wiltshire	
Hampshire	_	Sunderland			
(Southampton)		North Tyneside		ER REER ER ER ER STATE ER ER	

**JULY 2019** 



# Application for Membership

LIFE

WORK

**LEISURE**