



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 412520

lancashire@polfed.org

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- 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 [Cookies policy](#).

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 CONSENT 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 60 and

65. All Life cover ceases on your 70th Birthday.

Privacy Notice: Our Privacy Notice can be viewed on our website at www.philipwilliams.co.uk A hard copy can be provided upon request.

Members Name: _____

Address: _____

_____ **Postcode:** _____

Date of Birth: _____ **Retirement Date:** _____

Email: _____ **Tel Number:** _____

Member Benefit	Cover	Member Subscription
Life Insurance: aged <60	£50,000	
Life Insurance: aged 60 - 64	£25,000	
Life Insurance: aged 65 – 69	£5,000	
Terminal Prognosis Advance (aged <64)	20%	
Worldwide Travel Policy	Family	
Health Assured	Family	
Legal Expenses	Included	
Motor Breakdown (Europe)	Family	
Mobile Phone	Couple	
GP 24	Family	40.45

Partner Benefit	Cover	Partner Subscription
Life Insurance: aged <60	£25,000	
Life Insurance: aged 60 - 64	£12,500	
Life Insurance: aged 65 – 69	£2,500	
Terminal Prognosis Advance (aged <64)	20%	7.75

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: _____

Date: _____

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: _____

Date: _____

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

point pen and send it to:

Philip Williams & Co
35 Walton Road
Stockton Heath
Warrington

WA4 6NW

Service user number

7	5	3	2	9	4
---	---	---	---	---	---

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR PHILIP WILLIAMS (G INS) MANAGEMENT LTD OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

Instruction to your bank or building society

Please pay Philip Williams (G Ins) Management Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand

that this Instruction may remain with Philip Williams (G Ins) Management Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

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 www.ico.org.uk, Tel 0303 1231113.

Retired Officers Sign up Form



The Police Treatment Centres

We make a difference to the lives of four thousand serving and retired police officers each year by providing treatment & support, including intensive, police-specific, physiotherapy and rehabilitation.

For just £0.65 a week the Police Treatment centers can support you during difficult times. Your donation gives you access to free, expert, police-specific treatment at one of our two centers' subject to clinical approval and availability.

If you are not currently making a regular donation to the Police Treatment Centre's and therefore not eligible for treatment, but would like to do so, it couldn't be easier, simply complete the details on the tear off slip below and on the attached direct debit mandate form and return both forms to the PTC to process.

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

.....

Regular Giving Form

☐ Yes, I would like to set up a regular monthly donation to the Police Treatment Centres.

Name:

Email Address:

Force from which Retired:.....

I would like to donate each month

(Minimum of £4.50 to be eligible for treatment subject to clinical approval)

If you are a UK taxpayer, please also complete the Gift Aid Declaration on the attached direct debit mandate.

The PTC would like to keep in touch with you by email about the vital work it does for the Police Family, its fundraising appeals and opportunities to support the PTC. The PTC will never sell your data to third parties and it will keep your details safe and secure. The PTC will retain your data until you withdraw your consent. You can change your mind at any time and withdraw your consent by emailing: fundraising@thepolicetreatmentcentres.org

☐ Yes please, I **am** happy for the PTC to contact me by email

☐ No thank you, I **am not** happy for the PTC to contact me by email

Please return your forms to: The Police Treatment Centre's, St Andrews, Harlow Moor Road, Harrogate, North Yorkshire HG2 0AD.

Thank you from all at the Police Treatment Centre's

Registered Charity No. 1147449, OSCR SC043396, Companies House No. 7822534



St Michael's Lodge, Northcote Road, Langho, Lancashire, BB6
8BG. Telephone 01254 245571
E-Mail: enquiries@gmpf.polfed.org
Web: www.nwpbf.org

Retired Lancashire Officers Application Form

Name:

Address:

.....

DOB: Date retired

Telephone... Home..... Mobile.....

Email address.....

I am a Retired Officer **Post 2010** and my Donation will be £5.00 per month ☐

Signed..... Date.....

Unfortunately it is not possible for the Pensions Department to take this deduction from your pension and therefore this donation will have to be collected by Standing Order. To make your payment please **complete and return the accompanying standing order form to your Bank or use the details provided to set up the standing order via your online banking.**

Gift Aid Declaration

If you are a UK taxpayer you can gift aid the donation and the charity can claim tax back on that donation, please complete the Gift Aid declaration. See the notes regarding this on the accompanying form.

Thanking you for your continued support it is very much appreciated

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

STANDING ORDER FORM

Please make the regular monthly minimum donation of £5.00 to the NWPBF ☐

Please make a regular monthly donation of £..... to the NWPBF ☐

Name _____ DOB _____

Address _____

Post Code _____ Tel No _____

Account No _____ Sort Code _____

Bank name and address _____

_____ Start Date _____

Signature _____ Date _____

BANK INSTRUCTIONS: Please pay the above amount to the North West Police Benevolent Fund's Bank Account. Nat West Bank

Sort Code 60-40-08 Account No. 32976747 Reference "Lancashire"

GIFT AID DECLARATION

I wish all donations I make to the North West Police Benevolent Fund (Reg. Charity No. 503045) to be treated as Gift Aid donations until I notify the charity otherwise.

Signature _____ Date _____

Notes

1. You can cancel this declaration at any time by notifying the NWP Benevolent Fund.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year (currently 28p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity. Or ask your local tax office for leaflet IR113 Gift Aid.
6. Please notify the NWP Benevolent Fund if you change your name or address
7. Please send the completed form to the Lancashire Police Federation, 23-25 Hutton Hall Avenue, Police HQ, Hutton, Preston, PR45SB for processing and onward transmission to the NWPBF.



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 pensions and state benefits
- ✓ 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 and part-time positions available on our website
- ✓ 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): Initials:

Surname:

Address:

..... 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 ☐ Short Service ☐ Ill Health ☐ Widow ☐ Injury ☐

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 ☐

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 TICK WHICH BRANCH YOU WOULD LIKE TO JOIN

Avon and Somerset

- Avon and Somerset ☐
Bristol Avon ☐

Bedfordshire

☐

Cambridgeshire

☐

Cheshire

- Chester ☐
Crewe and District ☐
Macclesfield ☐
Northwich ☐
Warrington ☐

City of London

☐

Cleveland

☐

Cumbria

☐

Derbyshire

☐

Devon and Cornwall

- Cornwall ☐
Exeter and District ☐
North Devon ☐
Plymouth ☐
South Devon ☐

Dorset

☐

Durham

☐

Dyfed Powys

☐

Essex

- Essex Chelmsford ☐
Essex Colchester and NE Essex ☐
Essex Southend on Sea ☐

Gloucestershire

☐

Greater Manchester

- Altrincham ☐
Bolton ☐
Bury and District ☐
Manchester and District ☐
Oldham ☐
Rochdale ☐
Salford ☐
Tameside ☐
Wigan and Leigh ☐

Gwent

☐

Hampshire

- Hampshire ☐
(Southampton)

Hampshire (Isle of Wight) ☐

Hampshire (North) ☐

Hampshire (Portsmouth & South East) ☐

Hertfordshire

☐

Humberside

☐

Isle of Man

☐

Kent

- Dartford and District ☐
East Kent ☐
Maidstone and District ☐
Medway and District ☐
Tunbridge Wells ☐

Lancashire

- Blackpool ☐
East Lancashire ☐
Lancaster and Morecambe ☐
Preston and District ☐

Leicestershire

☐

Lincolnshire

☐

London/Metropolitan

☐

Merseyside

- Merseyside ☐
St Helens ☐
Southport and District ☐
Wirral ☐

Norfolk

☐

North Wales

- Denbigh ☐
Flint ☐
Gwynedd ☐

North Yorkshire

- Harrogate and Skipton ☐
Scarborough ☐
York ☐
York North Riding ☐

Northamptonshire

☐

Northumbria

- Gateshead ☐
Northumbria ☐
South Shields ☐
Sunderland ☐
North Tyneside ☐

Nottinghamshire

☐

South Wales

- Cardiff ☐
Glamorgan ☐
Swansea ☐

South Yorkshire

- Barnsley ☐
Doncaster ☐
Rotherham and District ☐
Sheffield ☐

Staffordshire

☐

Suffolk

☐

Surrey

☐

Sussex

- Brighton and District ☐
Chichester ☐
Eastbourne ☐
Hastings and Rother District ☐
North Sussex ☐
Worthing and District ☐

Thames Valley

- TVP Berkshire ☐
TVP Buckinghamshire ☐
TVP Oxfordshire ☐

Warwickshire

☐

West Mercia

☐

West Midlands

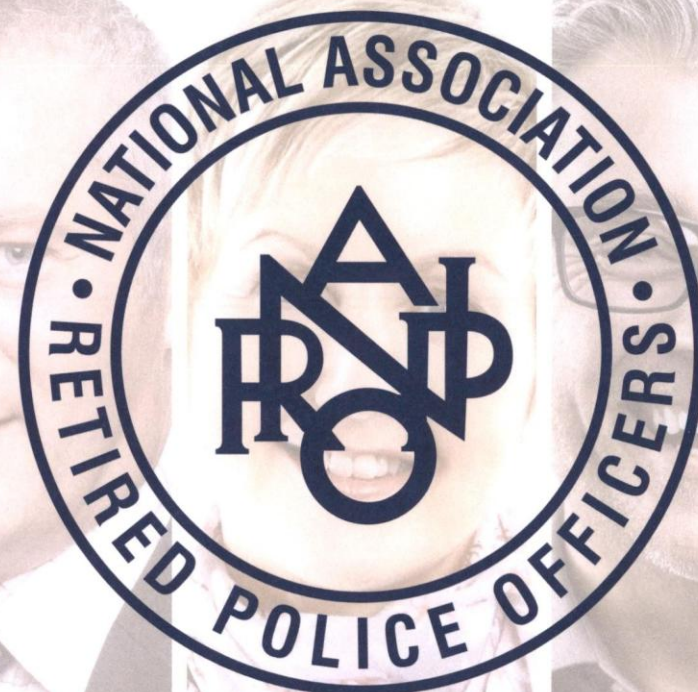
- Coventry ☐
Walsall ☐
Birmingham ☐
Dudley and District ☐
Wolverhampton ☐

West Yorkshire

- Bradford ☐
Dewsbury ☐
Halifax ☐
Huddersfield ☐
Keighley & District ☐
Leeds and District ☐
Pontefract ☐
Wakefield ☐

Wiltshire

☐



Application for Membership

LIFE

WORK

LEISURE