

**SURREY POLICE FEDERATION**  
**UNSOCIABLE HOURS BENEFIT CLAIM FORM**

1. The unsociable hours benefit is payable to members for any period of sickness where you were due to be working unsocial hours i.e. between the hours of 20:00 and 06:00 (subject to the 14 day excess period and applicable policy limits).
2. The benefit is payable for a maximum of 24 weeks **after** the 14 day excess period.
3. The benefit payable is £1.00 per hour up to a limit of £60 per week.
4. Payment of the benefit will be made by BACS transfer.
5. Please ensure your supervisory officer signs the appropriate declaration before you submit your claim form.
6. **Please enclose a copy of your pay slips, for each month you are claiming, to confirm your hourly rate.**

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**Claim Details: -**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Rank: \_\_\_\_\_ Collar No: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

First date of absence from duty: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

First date of claim (this must be after 14 days of absence): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Last date of absence from duty: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Details of illness causing absence: \_\_\_\_\_

**Declaration: -**

- I declare that during the above period of sickness the total number of unsocial hours I am claiming is: -  
\_\_\_\_\_ (Based on the hours I was scheduled to work at the time of onset of absence)
- I confirm that as a result of not being able to work these hours I have suffered a loss of unsocial hours pay
- I have been off sick during this period and have been in receipt of Statements of Fitness to Work confirming I am not fit to work from my doctor

**Insured Members Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by your Supervisory Officer: -**

I certify that the above was scheduled to work the unsocial hours as detailed above and has been off work during this time due to sickness.

Supervisory Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_ Rank: \_\_\_\_\_

**BANK DETAILS:**

When your payment has been approved we will make the payment to you directly to your bank account.

Name and Address of your bank:

Branch Sort Code: \_\_\_\_\_

\_\_\_\_\_

Account Number: \_\_\_\_\_

\_\_\_\_\_

\*\*Account Name(s): \_\_\_\_\_

**\*\*Please ensure you provide us with the exact account name as it appears on your bank account. Failure to do so will result in a delay in us processing your payment.**

Please return this form to:  
Surrey Police Federation Office  
Federation House  
Highbury Drive  
Leatherhead  
Surrey  
KT22 7UY  
[admin@surrey.polfed.org](mailto:admin@surrey.polfed.org)

**To be completed by the Federation office:**

I confirm the above named person is a member of the Insurance Scheme.

Signed: \_\_\_\_\_ (For the JBB Secretary)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DATA PROTECTION NOTICE**

Philip Williams (G Ins) Management Ltd collects and uses your data in accordance with current data protection law (which includes, from 25 May 2018, the General Data Protection Regulation (Regulation (EU) 2016/679)) ("data protection law"). We maintain records in regard to policy claims on computer and/or paper files. Information will only be disclosed to third parties in whatever format is considered appropriate by us. By signing this form, you consent to Philip Williams (G Ins) Management Ltd using your data and the information you have provided to process the claim. Further information can be found in our Privacy Policy at <https://www.philipwilliams.co.uk>

# 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](mailto:dataprotection@philipwilliams.co.uk)

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### 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](http://www.ico.org.uk), Tel 0303 123 1113.