

CHILDCARE COSTS **CLAIM FORM**

1. The benefit is only payable to a Serving Officer for costs and expenses incurred as a result of a change (notified with less than 3 days notice) to an officers scheduled duty or a change to the officers rest day which results in costs incurred for childcare expenses (subject to Policy limits)
 2. You must provide written evidence of your change of duty together with receipted evidence of the additional costs incurred.
 3. The benefit payment will be made by BACS transfer
 4. Benefit will be payable up to a maximum of £15.00 per hour and a maximum of £1,000.00 per claim will be payable.
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Claim Details

Surname _____ Forename(s): _____

Force: _____ Rank: _____ Collar Number: _____

Home Address: _____

Postcode: _____

Email Address: _____ Tel No: _____

Dates of scheduled duty / rest days: From: ____/____/____ to: ____/____/____

Date change to duty / rest days notified on: ____/____/____

Please provide a full explanation how the additional expenses were incurred:
(Claims will be considered in line with the policy terms and conditions)

Declaration: -

- I declare that I am claiming for _____ hours of childcare for the dates:
____/____/____ to ____/____/____
- I confirm I have incurred additional expenses as a result of the above change to scheduled hours / rest days
- The hourly rate paid for care costs was: £ _____
- I have enclosed receipted evidence of the costs incurred

Insured Members Signature: _____ **Date:** _____

To be completed by your Supervisory Officer: -

I certify that the above was scheduled for duty / rest days as detailed above and was notified of a change to this on:

_____/_____/_____ resulting in the officer working the dates declared.

Supervisory Officer Signature: _____ **Date:** _____

Please print name: _____ **Rank:** _____

When your claim has been approved your payment will be credited direct to your bank account.

Please complete the following details:-

Bank/Building Society: _____

Bank Sort Code: _____/_____/_____ Account Number: _____

Account Name(s): _____

Signed: _____ Dated: _____

Please return the completed claim form to: -

North Wales Polfed,
311 Abergele Road,
Old Colwyn,
Colwyn Bay
Conwy
LL29 9YF

DATA PROTECTION NOTICE

Philip Williams & Company Insurance Management 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 & Company Insurance Management 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 & Company, 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 123 11132.