

Application form



Family Fund

Helping disabled children

Use this form to apply to Family Fund for a grant.

Instructions

This application form is also available in large text.

- Please use a black or blue pen and complete each section as fully as possible. If we do not have enough information, we may not be able to process your application.
- You can ask someone else to help you complete your application, (for example, a social worker or medical professional). You must make sure all the details are correct and sign the form yourself.
- You will find tick boxes in various places on the form. Leave these blank if the answer is NO or the question is not relevant to you or your child.
- If you are applying for more than one child/young person, you will need to complete an **Additional Child Form** and send it with your application. You can download a form from our website www.familyfund.org.uk/addchildform or phone us to ask for a copy on **01904 550055**.
- In order to check you are eligible for a grant, **we will need to see some supporting documents**. When you send us your form, remember to include photocopies of the following. **PLEASE DO NOT SEND ORIGINAL DOCUMENTS** as we will not be able to return them.
 - Copy of your most recent **benefit letter**, if you or your partner are in receipt of benefits
 - Two most recent **payslips or bank statements** with two months' income for you and your partner if you are in employment
 - **Disability benefit letter** for your child
 - Your **child's education plan**, if they have one
 - A copy of a recent (eg last six months) **assessment or letter from a professional** about your child's condition or support needs, if you have one.
- If you need a copy of this form in large format please get in touch. If English is not your first language, or if you are finding it difficult to complete the form because of a disability, and you do not have someone who can support you, we can help. Please call us on **01904 550055** or email info@familyfund.org.uk

Only send photocopies as we cannot post them back.



When you have completed the form, send it, together with your supporting documents to: Grants Team, Family Fund, Unit 4, Alpha Court, Monks Cross Drive, Huntington, York, YO32 9WN.



Applying online is simple and secure, and it helps us to process your application more quickly. To apply online instead, visit: www.familyfund.org.uk/grants/apply-for-a-grant

Contact details

Fill in this section if you are the person making the application. You can apply if you are the main carer of a disabled child/young person, you have parental responsibility, and the child/young person lives with you.

Your details

Your first name

Your middle name

Your last name

Your date of birth

Address line 1

Address line 2

Town/city

Postcode

We need to know how we can get in touch. If we can do this by email or phone, it makes things quicker and saves us money. If you do not have an email address or mobile phone, don't worry. Just leave these blank.

Email address

Mobile phone number

Home phone number

If you have applied to Family Fund before, you will have been given a Family Fund number. This might be 6 or 7 digits long. Providing your Family Fund number will help us to process your application. If you don't know it, or can't find it, don't worry, we will look it up.

Have you applied to Family Fund before? Yes No

What is your Family Fund number?

Your partner's details

Please give the details of your partner if you have one. (By partner we mean someone who lives with you, as a couple, for example your husband, wife, civil partner, boyfriend or girlfriend).

You are responsible for getting your partner's consent, to provide their details as part of your application, and for making them aware of the Terms and Conditions and Privacy Notice(s) on our website.

I confirm my partner has consented to their details being used in this application

Your partner's first name

Your partner's middle name

Your partner's last name

Your partner's date of birth

Your partner's email address

Your partner's phone number

Your household income

Family Fund provides grants to families on a low income. In this section we will ask about your household income, including any benefits or tax credits you/your partner receive, or income from employment.

Are you/your partner receiving any benefits or tax credits?

If you or your partner receive any of the following benefits or tax credits, please tick the relevant box to tell us which you receive, then move on to the section called Your Disabled Child.

Universal Credit

Working Tax Credit

Child Tax Credits

Income Support

Income-based Jobseekers' Allowance

Pension Credit

Income-related Employment Support Allowance

Housing Benefit



If you or your partner have ticked any of the boxes above, you need to provide a COPY of your most recent benefit letter with your application when you submit it, or we cannot process your application.

How much do you/your partner earn from employment?

If you or your partner have a job, please tell us the total figure that you and your partner earn from employment in a year. If your income varies, give the best estimate you can. If you are currently unemployed, leave this box blank.

Total household income from employment

£



If you or your partner have a job, you need to provide COPIES of the two most recent payslips for each person, or a COPY of a recent bank statement showing your earnings for two months. If you do not include these documents with your application form, we will not be able to process your application.

Do you receive any other income?

If you or your partner receive any other income, please use the boxes below to tell us about it. This may include benefits not listed above, but please do not include disability benefits.

What other income do you receive?	How much is it?	How often do you receive it?

Your disabled child or young person

In this section we will ask you for details about your disabled child or young person that you are applying for. You can only apply for one person on this form. If you are applying for more than one disabled child or young person, you need to complete an Additional Child Form. You can download one of these on our website on this page www.familyfund.org.uk/addchildform or telephone us on 01904 550055 to ask us to send you a form.

About your child

Your child's first name

Your child's middle name

Your child's last name

Your child's date of birth

Your child's gender

Female

Male

Prefer not to say

Self-describe

What is your relationship to the child or young person you are applying for?

Parent Step-parent Grandparent

Other (describe)

Does your child live with you full-time and on a permanent basis?

Is your child currently under the care of the local authority?

If yes, please provide some further details.

Is your child in foster care?

Your child's disability or illness

Please tell us about your child's condition or diagnosis.

Condition	Date of diagnosis (if known)

Your child's disability benefits

You may receive disability benefits on behalf of your child. Information about this can help us to process your application more quickly.

Does your child receive any of the following disability benefits? Tick any that apply.

Disability Living Allowance (DLA) <input type="checkbox"/>	Personal Independence Payments (PIP) <input type="checkbox"/>
Child Disability Payments (Scotland) <input type="checkbox"/>	Adult Disability Payments (Scotland) <input type="checkbox"/>

If you have ticked one of the boxes above, please tell us which components they receive.

Care Component / Daily Living Component	Mobility Component
High rate or enhanced <input type="checkbox"/>	High rate or enhanced <input type="checkbox"/>
Middle rate <input type="checkbox"/>	Low rate <input type="checkbox"/>
Low rate <input type="checkbox"/>	Standard <input type="checkbox"/>
Standard <input type="checkbox"/>	



If you have said you receive any of these benefits you will need to provide a COPY of your most recent benefit letter with your application form when you submit it, or we cannot process your application

If your child does not receive any disability benefit, please indicate if any of these statements apply to you.

We have not applied for any disability benefit

We have applied and we are awaiting a decision

We have applied but were refused

We are currently appealing a decision

Your child's support needs

In this section we will ask you to describe your child's additional support needs. Please provide as much information as possible to help us process your application. If your child does not need a particular type of support, or it is not relevant due to their age, please leave the question blank.

Education and learning

Does your child attend a special needs nursery, school or college?

Does your child receive portage or early years support?

What level of 1:1 support does your child receive at nursery, school or college due to their disability or illness?

No 1:1 support

0-10 hours of 1:1 support per week

11-15 hours of 1:1 support per week

16 or more hours of 1:1 support per week

Does your child currently have any of the following?

Education and Health Care Plan (EHCP)

Coordinated Support Plan (CSP)

Education Plan (additional support or personal learning plan)

Individual Development Plan (Wales)

Child or Young Person Plan



If you have ticked any of the above, please provide a copy of the plan with your application form when you submit it, or we will not be able to process your application.

Does your child attend any of the following?

Mainstream nursery, school or college

Special unit within a mainstream nursery, school or college

Pupil Referral Unit

Special residential school or college

Please tell us about any other support your child receives at school. For example, are they on a reduced timetable or reduced hours or do they get any group support?

Is your child home educated?

If yes, please tell us about the circumstances. For example, if local schools are unable to support and why.

Treatment and therapies

In this section we ask about the treatments and therapies your child receives. If they don't receive a particular therapy or treatment, leave that question blank.

In the past 12 months has your child had to stay in hospital overnight because of their condition?

If yes, please tell us how long the stay was, and what it was for.

Does your child receive stoma care?

Is your child tube or peg fed?

Does your child receive any of the following? If yes, please tell us how often this is given and where the treatment takes place.

Treatment or therapy		How often given	Where treatment takes place
Chemotherapy or radiotherapy	<input type="checkbox"/>		
Oxygen	<input type="checkbox"/>		
Injections or blood transfusions	<input type="checkbox"/>		
Physiotherapy	<input type="checkbox"/>		
Occupational therapy	<input type="checkbox"/>		
Speech and language therapy	<input type="checkbox"/>		
CAMHS or other mental health support	<input type="checkbox"/>		
Play therapy	<input type="checkbox"/>		

Please tell us about any other treatments or therapies your child receives.

Please tell us about any medication your child receives, what it is called, how much they take and how often.

Type of medication	Dosage	How often is it taken?

Communications

In this section we ask you about any support your child needs to help them to communicate.

Does your child use any of the following to help their communication?

Cochlear implant	<input type="checkbox"/>
Hearing aid or other hearing device	<input type="checkbox"/>
Makaton or PECS	<input type="checkbox"/>
British Sign Language	<input type="checkbox"/>
Other Sign Language	<input type="checkbox"/>

Other, for example voice box, electronic voice communication aid (please describe)

Please provide details of any difficulties or support needs your child has with speaking, listening and understanding.

Personal care, mobility and specialist equipment

Please tell us about your child's personal care support needs, due to their disability or illness.

Does your child have care needs relating to incontinence?

Does your child use any of the following:

Nappies or incontinence pads

Catheter

Stoma

ACE

Please tell us about any physical support needs your child has during the day or night.

Does your child use any of the following? Tick all that apply and tell us how often they are used.

Support	How often is this used?		
Wheelchair <input type="checkbox"/>	All the time <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Temporarily <input type="checkbox"/>
Walking frame <input type="checkbox"/>	All the time <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Temporarily <input type="checkbox"/>
Visual mobility aid eg. a cane <input type="checkbox"/>	All the time <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Temporarily <input type="checkbox"/>

Please tell us about any other specialist equipment that your child uses that you haven't already told us about.

Please tell us about your child's supervision and support needs when they are out and about or at home, including through the night. This is support for anything other than their personal care. It will include any support needed related to seizures or safety.

Please tell us about any support your child needs to engage socially or take part in social and leisure activities

Professional contact

If we need more information about your child's needs, we may need to speak to a professional involved in your child's care and support. This may be a key worker or health visitor, teacher or other professional person who knows your child. Please provide these details below. Do not give details of your GP as we are not able to contact them.

You are responsible for getting the consent of your professional contact to provide their details as part of your application, and for making them aware of the Terms and Conditions and Privacy Notice(s) on our website.

I confirm that my professional contact has consented to their details being used in this application

Full name of professional worker

Professional role (eg social worker, teacher)

Place of work

Telephone number

Email address

Your grant requests

In this section you can tell us what you would like to apply for. Please be aware that our support is limited and while you can ask for as much support as you need, most people receive one item, or a couple of smaller items. Please enter your request **IN ORDER OF IMPORTANCE** – the item you need the most should come first.

As far as possible, we will take this into account if we make a grant award.

We need...	This is for...	This will help us because...
	My disabled child <input type="checkbox"/> The whole family <input type="checkbox"/>	
	My disabled child <input type="checkbox"/> The whole family <input type="checkbox"/>	
	My disabled child <input type="checkbox"/> The whole family <input type="checkbox"/>	
	My disabled child <input type="checkbox"/> The whole family <input type="checkbox"/>	

If you have requested something for your family home or garden, please tell us about your accommodation.

Is your home temporary or permanent Temporary Permanent

I am renting my home from a social landlord
(eg housing association)

I am renting my home from a private landlord

I am an owner occupier
(I own/am paying a mortgage on my home)

Other (please describe)

Consent to use your data

At Family Fund we take the security of your data very seriously. In this section we will ask you to provide your consent to how we use your data.

If you do not complete this section, we may not be able to process your grant.

If you live in England, please complete BOTH Section A and Section B. If you live in Scotland, Northern Ireland or Wales, complete Section B only.

Section A – consent to use your data in relation to the SFDC programme

Complete this section if you live in England.

If you live in England, your grant may be awarded from the Support for Families with Disabled Children programme (SFDC), which is managed by Family Fund on behalf of the Department for Education.

The way your data is managed is set out in the Department for Education's Privacy Notice. We recommend that you read this and Family Fund's Terms and Conditions before submitting your application as we intend to rely on them. If you do not understand any points, please ask us for further information.

We will now ask for consent to use your data in relation to the SFDC programme.

- I consent to Family Fund, on behalf of the Department for Education, storing and processing the information I provide in this application, and any subsequent related correspondence, for the purpose of processing and considering my application for an SFDC grant, in line with the Department for Education's Privacy Notice.

IMPORTANT NOTE: if you do not give your consent for this, we will not be able to consider you for a grant from the SFDC programme for families living in England.

The Department for Education think it would be beneficial for Family Fund to consider you for Family Fund's OTHER grant programmes. If you would like to be considered for all relevant Family Fund grants, please proceed to complete Section B on the next page. If not, please proceed to Your Declaration.

Section B – consent to use your data in relation to Family Fund’s other grant programmes

ALL applicants should complete this section.

If you live in England, Scotland, Northern Ireland or Wales, your grant may be awarded from one of Family Fund’s grant other programmes (not the Support for Families with Disabled Children Programme).

The way your data is managed is set out in our Terms and Conditions and Privacy Notice. We recommend that you read these before submitting your application as we intend to rely on them. If you do not understand any points, please ask us for further information.

We will now ask for consent to use your data in relation to Family Fund grant programmes.

- I consent to Family Fund storing and processing the information provided in this application, and any subsequent related correspondence, for the purpose for processing and considering my application for programmes where Family Fund is the Data Controller, in line with the charity’s Privacy Notice.

IMPORTANT NOTE: if you do not give your consent for this, we will not be able to consider you for a grant from Family Fund’s other programmes in England, or programmes in Scotland, Northern Ireland and Wales.

Marketing information from Family Fund

Family Fund would also like to keep you up-to-date with information about its wider work, and opportunities from other organisations that might be of interest to you (eg through an e-newsletter). We will do this by email.

- I consent to receiving updates from Family Fund and I understand I can unsubscribe from these communications, individually, and at any time.

Your declaration

I declare that the information provided in this form is true and accurate. I have read the Terms and Conditions and relevant Privacy Notice(s).

Your name	
Your signature	
Date	/ /

As set out in its Privacy Notice, Family Fund will carry out an identity check as part of counter fraud arrangements.



Send completed application form to:
Family Fund, 4 Alpha Court, Monks Cross Drive, York, YO32 9WN

Information about additional support and services

If your application is successful, we will inform you about other information and support that Family Fund can provide within four years of your initial award date. We will use our legitimate interests to do this. If you DO NOT want us to tell you about the other information and support we provide, you can opt out now.

I DO NOT want Family Fund to contact me about other information or support that Family Fund can provide, and that might be useful to me.



**Funded by
UK Government**

The grant programmes we offer include the Support for Families with Disabled Children programme, funded by the Department for Education in England, and programmes funded by the Scottish Government, the Welsh Government, the Department of Health in Northern Ireland and a range of other funders whose support we gratefully recognise.

Terms and Conditions and Data Protection Statement



Family Fund
Helping disabled children

Family Fund application for grant or support

Declaration



Please read the statements and Terms and Conditions below before submitting an application to us. By submitting your application, you are accepting the Terms and Conditions, including the Data Protection Statement. If you have any questions or concerns about the Terms and Conditions, please email us at info@familyfund.org.uk.

Call us on
01904 550055
for a large format
copy of this
document

In return for Family Fund considering this application, in its capacity as a Data Controller or Data Processor (more information about the roles held by Family Fund is contained in the Data Protection Statement), I acknowledge that I will be subject to the Terms and Conditions and declare that the following statements are accurate:

The information that I provide about each child is accurate. I understand that to be eligible for grants or support from Family Fund, my child must meet the Family Fund Child and Young Person's Eligibility Criteria, or where applying to the SFDC programme, that programme's eligibility criteria. If there is or has been a significant improvement since the last application, I will advise Family Fund. A copy of the criteria for the funds managed by Family Fund can be obtained by visiting the Family Fund website www.familyfund.org.uk, or emailing info@familyfund.org.uk.

I am the applicant named in this application. I am the main carer of each child named in this application. Each child in this application lives with me on a permanent basis. I understand that if I share the care of any child named in this application with anyone else, (for example, the child lives half of the time with their mother or half the time with their father) I must notify Family Fund of this.

The child(ren) I am applying for are not in the care of the local authority or in foster care. The information that I provide about my household income is accurate.

I understand that Family Fund and the programmes that it manages, have household income criteria and that I must inform them of any changes to my household income and provide evidence.

I acknowledge that I will be required to provide income confirmation as requested by Family Fund and understand that failure to do so will result in the application being declined.

I understand that, by submitting this application, Family Fund (acting in either a controller or processor capacity) will use its Legitimate Interest to consider me for grant programmes and support that may be relevant to me unless I inform them of my desire to opt-out of this process.

I understand that help from Family Fund and the programmes that it manages is discretionary and subject to funding. There is no entitlement to a grant or support and all cases are assessed on an individual basis.

Terms and Conditions: You must acknowledge the statements below before your application is processed.

I declare as follows:

The information provided by me to Family Fund, whether through this application form, by phone, or otherwise is accurate and up-to-date and not misleading.

I have read the Family Fund Data Protection Statement and the relevant statements from other programmes managed by Family Fund to which I am applying. I acknowledge, on behalf of myself, each child referred to in this application, and all other family members about whom Family Fund will process personal information in connection with this application, that Family Fund will collect and use our personal information as set out in the Data Protection Statement. I am authorised to give such acknowledgement on behalf of each child and family member. I will inform you if any such information requires updating and that, where I submit any other person's details to Family Fund, I have that other person's permission or am otherwise legally permitted to do so on their behalf.

I understand that as well as the information that I provide directly to Family Fund about my family circumstances in the application, where I permit you to do so you may also collect information about me and my family's circumstances from third party professionals linked to my child's healthcare, education or social care.

In addition, I acknowledge that if I submit an application to you then Family Fund, acting in either a controller or processor capacity, may use the information on the application to arrange for an assessor to contact me for an interview, either on the phone or through a visit, and write a detailed report for Family Fund on my family circumstances. This will contain the sensitive information that I will provide in the course of the interview and

the assessor's opinions on how this meets the criteria are to be considered for Family Fund grants and support.

I understand that where I have applied through Family Fund's network of authorised healthcare professionals ("authorised referrers") who have submitted my application on my behalf I will have provided explicit consent to the referrer doing so and will be bound by the terms and conditions that they made me aware of, at that time.

I understand that retained information will include contact information for family members, children and third parties passed on by me to Family Fund across the period that my child may be eligible for assistance. Should circumstances change that require amendments or deletions of any contact information held on my file, I understand that it is my responsibility to notify Family Fund, either in writing or over the phone, as soon as those changes in circumstances occur. If circumstances are particularly sensitive I shall take extra care in notifying Family Fund (for example, using recorded delivery and following up any written request with a phone call etc).

I agree to advise Family Fund of any changes in circumstance that may affect the application, for example any changes in my child's condition, care arrangements, earned income or living arrangements, including the death of any child or a child becoming subject of a care order. I will notify Family Fund in writing of such changes as soon as they occur, whether they occur before or after the date of this application.

If Family Fund awards me a grant through any programme that it manages, I will use it specifically for the purpose that I agree with Family Fund during the application process and which will be detailed in the award letter that I will receive if my application is successful.

In addition in relation to grants awarded:

- I understand that certain grants will be provided in the form of goods, services or by payment card using suppliers selected by Family Fund; and that cash alternatives will not be provided where Family Fund believes its offer is reasonable.
- I acknowledge that, as a condition of receiving the grant, I will be required to obtain and retain, for at least 12 months, receipts for any items purchased by me using Family Fund grants. I will then send them to Family Fund within six weeks of a request from Family Fund (which Family Fund shall use as necessary for its legitimate interests in maintaining records of awarded grants).
- I agree not to sell or transfer any goods awarded by Family Fund for the term of any warranty unless there is a change of carer.
- I agree that, in the event of any change of carer of any disabled child, any items or funds awarded specifically to assist with the disabled child (for example, white goods, computer, clothing, family break, etc.) will be transferred, free of charge, to the new carer if such items or funds are required for the disabled child.
- I agree that, if I move house, I must take with me any removable items provided by Family Fund and notify Family Fund of my new address.

- I understand that any grants that are awarded, unless expressly stated otherwise, are a contribution towards the items referred to in my application and that in accepting the grant I will be expected to pay any additional amounts required to purchase those items.
- I understand that cash grants will be paid directly into a bank account and that this can be my own account or one belonging to a person nominated by me, subject to that person's agreement. I understand that if my bank details change after I have provided them to Family Fund I will contact the charity to notify them. I understand that if I provide incorrect bank details or fail to advise Family Fund of a change then Family Fund may not be able to recover an awarded amount from the incorrect recipient and therefore may not be able to award me a grant.

I understand that from time to time Family Fund may receive funding for grants and support which I can be considered for, which will require my agreement to specific terms and conditions which may be different to those above. I understand Family Fund will make it clear to me that different terms and conditions apply and require my acceptance of those terms and conditions at that time.

I understand that Family Fund will investigate any allegations of misuse of grants or fraud and will prosecute if there is sufficient evidence to prove that fraud has been committed.

I agree that these terms and conditions, the declaration and the Data Protection Statement are governed by English law and that the courts in England and Wales have non-exclusive jurisdiction to hear disputes between us. However, I acknowledge that if I am a resident of Northern Ireland I may also bring proceedings in Northern Ireland, and if I am a resident of Scotland I may also bring proceedings in Scotland.

Please note that, as part of our fraud detection and prevention programme, we will conduct a basic identity check as part of the application process. We may also contact you using the contact details we hold on file for you once you have submitted this application.

By signing the application form I confirm that I have read, understood and agree to be bound by the terms and conditions set out above. I will also, by doing so, be providing explicit consent to me and my family's personal information being processed for the purposes of Family Fund considering, and responding to, my application in accordance with the Data Protection Statement. I will also be acknowledging that the statements in the declaration above are accurate.

Family Fund Data Protection Statement



We need to collect data about you, your child, and your family in order to process your application. This Family Fund Data Protection Statement explains what data we will collect, how it will be used, how long we keep it for, and what you need to do if you wish to see what data we hold about you. By submitting an application, you are acknowledging the contents of this statement. Please read this statement carefully and contact us if you have any questions.

Who are we?

Family Fund is the working name of Family Fund Trust, a charity with the aim of helping families with disabled or seriously ill children to have choices and the opportunity to enjoy ordinary life.

Purpose of this statement

Family Fund is committed to ensuring that all personal data we hold is treated properly and in accordance with applicable data protection legislation. In accordance with this legislation, we are required to explain what we will do with any data that we collect about you during the provision of our services to you.

The highlights (or what you need to know)

- we need to process your personal data but will always keep it safe.
- we do not always need your consent to process your information.
- we may need to share your information with third parties who will provide a grant or service to you.
- you need to inform or get permission from all people / individuals named in the application.
- if your grant is successful, we would like to inform you of additional awards for which you may be eligible.
- we will only keep your data for as long as necessary.

Responsibilities

We are the Data Controller of the personal data we process for the majority of grant schemes we operate, and therefore are responsible for ensuring our systems, processes, suppliers and employees comply with applicable Data Protection legislation. Our registration number with the Information Commissioner's Office is Z5314842.

For grants awarded in England under contract with the Department for Education (DfE) we are a Data Processor and the DfE is the Data Controller. You will receive a copy of their Privacy Policy and Family Fund will confirm this relationship if you are awarded a grant.

The DfE will, using their Legitimate Interests, share your data with Family Fund if there are other products and services which may benefit you. You will be provided with the option to opt-out of this during the application process.

We have a Data Protection Officer, who oversees compliance with Data Protection legislation and this statement, and provides guidance and advice as required. You can contact them using the information in "Our Details" section at the end of this document or by email to dpo@familyfund.org.uk

Who does this statement apply to?

This statement applies to anybody who applies to us for a grant or service, or receives advice and support from us, regardless of the outcome of any decision-making processes.

Why do we collect your personal data?

We collect your personal data in order to:

- assess and proceed with an application you have made to us;
- assess and understand your needs in respect of additional support.

Any individual or organisation collecting or processing personal data must have a lawful reason for doing so, as defined by the General Data Protection Regulations or GDPR: <https://ico.org.uk/your-data-matters/does-an-organisation-need-my-consent/>.

When you first apply for a grant we need your consent to process your details. However, once the application is accepted, regardless of outcome, we shall continue to process the request using our legitimate interest.

What data do we collect about you when you apply to us for assistance?

When you apply to us for grants or support we need to assess your application against the eligibility criteria for the programmes that we manage as explained in our terms and conditions. To consider your application we ask for:

- personal data, such as names, addresses and dates of birth for you and any family members who we may need to speak to or who are relevant to your application. We need your personal data to progress your application or support your other service needs.
- special category data. This is sensitive personal information, directly from when you apply to us for assistance. For example, details of your child's disability and the level of support needed when carrying out day-to-day activities, and details of your financial circumstances. We will only use special category data about you, or others, for the specific purpose that you provide it.
- bank account details: These may be collected if we are considering you for a cash grant.
- Information about third party professionals: Where you permit us to do so we may also collect data from professionals linked to your child's healthcare, education, or social care.

We may also collect additional data from you when you:

- contact us using social media and messaging services like Facebook, WhatsApp, or Twitter. Your security settings might give us permission to access data from your accounts.
- contact us over the phone, by email, social media or by post in support of your application. Some calls to Family Fund are recorded.

We also have established a network of authorised healthcare professionals working in hospitals, hospices and other institutions that may refer you to us and will be able to help you complete an application for assistance from us whilst your child is receiving treatment or other support from those institutions. The referrer will make it clear to you what our terms and conditions and privacy notice states at that time and obtain your consent to submit your application to us on your behalf.

Any other data that you submit to us (including, but not limited to, information provided via our website and information submitted in connection with fundraising and volunteering activities carried out by you) will be processed in accordance with our general Privacy Policy, a copy of which can be accessed via www.familyfund.org.uk/privacy-notice

How do we use the data that you provide to us in applying for grants or support?

We will use the data described above (whether received directly from you, from referrers, from third parties you have permitted us to speak to or from our Assessors) as appropriate to understand whether:

- your child meets the requirements of our disability policy; and
- whether you and your family circumstances meet specific criteria associated with the provision of those grants and services; and, if so,
- how we can help you and best provide support to you.

If you provide sensitive personal information about you or others on an application form, online or verbally, we will consider that you will have given your explicit consent for to us to process this information. Of course, we will only use this for the purpose given, such as to discuss your application, but it will also apply to any subsequent grants or support services that we are able to provide within four years of the date we award you with assistance. We will further use your data where necessary for our legitimate interests as follows:

- in dealing with any enquiries and requests that you send to us.
- to inform you of the availability of additional grants and support that may be relevant to you, using our legitimate interest. .
- to remind you to redeem any grant that we have agreed to provide if it is near its expiry date.
- to generate anonymised evidence reports and summaries of our completed work for publication on our website, and performance data for inclusion in our annual report.
- responding to appeals or complaints.

- our own research purposes or for the legitimate research purposes established by organisations with which we are associated, including our Government funders.
- our own audit and assurance purposes and our continuous desire to improve our services.
- our own administrative purposes.

We will also use your personal data:

- to provide you with grants and support that you have requested or which we otherwise agree to provide to you; and
- where necessary, for the substantial public interest in us ensuring that we can effectively and efficiently administer our related funding agreements with Government and other funders.

Automated Processing and Decision Making

Automated Processing is when data is processed by a computer system without manual input by a person.

Automated Decision Making is when a decision is made on a form of application by a computer system without manual review by a person.

Guidance on your rights relating to Automated Processing and Automated Decision Making may be found on the website of the ICO (data protection regulator for the UK): <https://ico.org.uk/for-the-public/your-rights-relating-to-decisions-being-made-about-you-without-human-involvement/>

Family Fund uses automated processing in our application process:

- to provide an indication of whether we believe you may be eligible for a grant award, and
- to identify which grant schemes may be applicable based on certain criteria (geographical location, medical condition, etc.).

As a decision is not made on an application in these processes, they are not considered Automated Decision Making. If the information you have provided in your application form and as supporting evidence passes our Automated Processing checks without needing any further verification, then an Automated Decision may be made to award a grant. Any grant applications made in subsequent years after a first grant is awarded may also be awarded by an Automated Decision. Family Fund does not decline applications via Automated Decision Making.

What third parties might we disclose your data to?

Family Fund will share your data with suppliers who will provide grants or services to you, and Independent Assessors as described below. Other than this, we will not provide your data to third parties without your express consent. We do not sell personal data under any circumstances.

(a) Independent Assessors and Referrers

After you make an application, we may arrange for an Assessor to contact you for either a telephone interview or a visit. They will write a detailed report for us on your family circumstances including how your circumstances are affected by your child's condition.

The report will contain the sensitive data that you provide in the course of the interview and the Assessor's opinions on how this meets the criteria of the grant or service that you are applying for. The Assessors are contracted by us or by one of our service providers under a duty of confidentiality, with recognised qualifications or work experience and current or very recent experience of working with children with disabilities.

The Assessor will submit the report to us through our secure portal to be stored in our database.

Where you are referred using our established network of authorised healthcare professionals, it is unlikely that we would require an Assessor to do a report.

(b) Research

We may look to obtain data for our reporting by sending you a link to a survey. Participation in a survey is optional and you can choose whether or not to take part. If you never want to be contacted about taking part in surveys, you can opt out by writing to the Family Contact Team in the "Our Details" section at the end of this document, or by emailing us at preferences@familyfund.org.uk.

We will use our legitimate interests to make this contact with you.

Please note any such reports and summaries will contain general information on trends and/or issues and will not identify you.

On occasion we may provide your contact details to a trusted research organisation conducting research on our behalf. If you're contacted for research purposes and you don't want to be involved, you can say that you don't want to be contacted again as set out above.

We may contact you to ask you if you would like to provide a case study or tell your story so we can report the impact of what we do to our funders. If you are happy to do this we will only use the data that you provide with your explicit consent.

(c) To Check your Identity

As part of our counter-fraud controls, we will conduct an identity check once you have submitted your application. We will complete this check using our legitimate interest.

(d) Various others

- where you permit us to do so we may share data with third party professionals linked to your child's healthcare, education, or social care.
- government departments and other funders where there is an obligation to report on grant funding activity. This will only be where necessary for the substantial public interest in us ensuring that we comply with our related funding agreement and will be pseudonymised where possible; and
- any third party which is involved in the provision of the assistance we are providing to or procuring for you.

If you receive goods or services from us we will pass data about you to our relevant supplier(s) so that they can provide you with these goods or services and any associated services.

We will provide our quality assurance assessors with your contact and order details, under a duty of confidentiality, so that they can monitor the performance of, and your satisfaction with, our suppliers. A list of suppliers and quality assurance assessors is available by writing to our address for correspondence (as shown at the beginning of this Statement) with details of your request.

We may also share personal data about you:

- with third parties who are directly involved in dealing with any request, enquiry or correspondence submitted by you;
- with third parties who are providing us with professional advice and support where necessary for our legitimate interests in obtaining such advice or support;
- where we are legally required to do so;
- where we believe there to be a safeguarding concern;
- in connection with criminal investigations, legal proceedings or prospective legal proceedings where necessary for our legitimate interests and permitted by law; and
- where necessary for our legitimate interests in establishing, exercising or defending our legal rights (including providing data to others for the purposes of fraud prevention) and permitted by law.

Where we engage third parties to process data on our behalf, data is only shared for the purpose of the third party providing services on our behalf.

For financial and technical reasons we may, on occasion, decide to use the services of a supplier outside the United Kingdom (UK), which means that your personal data is transferred, processed and stored outside the UK. For example, we may use third party software for our 'contact us' forms, or for surveys that we do. We take steps to ensure that these organisations have in place suitable technical and organisational safeguards through the agreements we hold and through the use of International Data Transfer Agreements (IDTAs) where necessary.

In the event that you provide us with feedback regarding our activities, we may disclose that feedback to those of our suppliers who are involved in those activities.

Third party websites and services

If we signpost you to another website, or you register to attend an event managed by a third party, you need to ask how they will process your personal data as we can no longer guarantee the safety of your personal information.

How long do we keep your data for?

- we keep the data we hold about you for as long as we need it for the purpose we collected it.
- when we no longer need your information, we shall remove all references to your family and securely destroy it.
- a copy of our data retention policy is available from us upon request.

Where possible we will keep your record accurate and up-to-date, but to help us achieve this you need to keep us informed of any changes to your circumstances.

Should you perceive the changes to your circumstances as being particularly sensitive you must take extra care with how you notify us of those changes.

If you have subscribed to, or are receiving a copy of, our newsletter, we shall continue to send you information unless you withdraw consent.

Your choices and rights you have in respect of your personal data

(a) Your choices

Where we are processing your data on the basis that we have your consent, you can withdraw your consent at any time. This can be done by emailing us at preferences@familyfund.org.uk or writing to the Family Contact Team at our registered address in the 'Our Details' section at the end of this document. Any such withdrawal will not affect the lawfulness of our processing based on your consent before you withdrew it.

Please note that if you withdraw your consent to us processing your personal data for any of the purposes described above, this may result in us being unable to carry out a relevant action or provide you with any related feedback or response.

If you withdraw your consent to us processing your data in connection with an application for grants or support, we will be unable to consider your application any further.

(b) Your rights

You have a legal right to see a copy of the personal data that we keep about you and to require us to correct any inaccuracies, subject to certain exemptions. In some circumstances you may also have the right to:

- request that we erase any personal data held about you;
- restrict our processing of your personal data (for example to ask to suspend the processing of personal data to establish its accuracy or the reasons for processing it);
- data portability (i.e. to request the transfer of personal data to a third party); and
- object to our processing of your personal data.

Requests in respect of the above may be made by writing to the Data Protection Officer at the address in the Our Details section at the end of this document, or by emailing dpo@familyfund.org.uk. Please also contact us if you have any reason to believe that data we hold about you is inaccurate.

When you make a request:

- we will respond to your request as soon as possible and within any legal timeframes.
- we may request proof of your identity before complying with any request.
- you will not generally have to pay a fee to exercise any of your rights.

Security of your data

We endeavour to keep all data safe by taking all reasonable precautions to protect data from misuse, loss and unauthorised access, modification or disclosure.

How will you know if we make any changes to this data protection statement?

We may amend this statement from time to time. If we make any changes to the way in which we use your personal data, we will notify you by writing to you or by sending you an email. We will also post a notice on our website.

You can view the current version of our Terms and Conditions and Data Protection Statement on our website at www.familyfund.org.uk/terms-conditions

We also provide a Privacy Notice on our website – this will also be updated with relevant changes as they are made. This is available at: www.familyfund.org.uk/privacy-notice.

Contact and feedback

If you have any queries or wish to raise a complaint on how we have handled your personal data, write to our Data Protection Officer at our registered address in the Our Details section below or email dpo@familyfund.org.uk

If, at any time, you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you have the right to lodge a complaint with the Information Commissioner's Office. Information on this may be found at www.ico.org.uk/make-a-complaint/

Our details

Family Fund is a working name for Family Fund Trust, a charity registered in England under registered charity number 1053866, Scottish Charity no. SCO40810, and a company limited by guarantee in England under registered company number 3166627. Our registered office is at Unit 4, Alpha Court, Monks Cross Drive, Huntington, York, North Yorkshire, YO32 9WN, United Kingdom. Family Fund Trust is authorised and regulated by the Financial Conduct Authority (FCA) under reference number 912508.

Email: info@familyfund.org.uk

www.familyfund.org.uk

Department for Education: Privacy Notice for Support for Families with Disabled Children programme (SFDC)



Department
for Education

Last updated: 15/09/23

Date of next review: (1 year after last updated, 09/24)

We might make changes before the review date. Check regularly for updates.

This Privacy Notice explains how the Department for Education (The Department for Education) uses personal information in Support for Families with Disabled Children programme (SFDC) that is managed by the contractor Family Fund Trust, a charity registered in England under registered charity number 1053866 Scottish Charity no. SC040810, and a company limited by guarantee in England under registered company number 3166627. Family Fund Trust's registered office is at Unit 4, Alpha Court, Monks Cross Drive, Huntington, York, North Yorkshire, YO32 9WN, United Kingdom. Family Fund Trust is authorised and regulated by the Financial Conduct Authority (FCA) under reference number 912508.

This Privacy Notice includes information you give to us, or information that we may collect about you.

The purpose of the Support for Families with Disabled Children (SFDC) programme is to improve the lives of low-income families in England raising disabled or seriously ill children or young people by providing grants that allow these families to benefit from items and activities that would otherwise be inaccessible. The types of support provided includes, amongst others:

- Holidays and outings / family breaks;
- Recreation / home entertainment;
- Computers;
- Clothing and bedding;
- Furniture;
- White goods;
- Hospital visiting costs

By providing the Department for Education and Family Fund Trust with your information, including sensitive personal information, signifying consent on the application form or verbally you will be providing your explicit consent to the Department for Education and Family Fund Trust using any sensitive personal information contained within your application for the above purposes and for the purposes of discussing your application with you.

Why we get your personal data

When we collect and use this information, we need to follow the law. The main laws are the Data Protection Act 2018 (DPA18) and the UK General Data Protection Regulation (GDPR).

The Department for Education is the Data Controller for your personal data. We must have a reason to collect your personal data. This is called a 'lawful basis'.

We can use the following lawful basis to process your personal data:

- We need it to perform our public task under article 6(1)(e) of UK GDPR

When we use your sensitive information, this is 'special category' data. We use the following lawful basis to process special category data:

- Substantial Public interest based in law under article 9(2)(g) of UK GDPR

What we need

We will collect the following types of personal information, some of which may be special category data, directly from you:

- Personal Info of parent/carer applying for funding which may include title, name, address, DOB, etc.
- Personal info of applicant's partner which may include, title, name, DOB, relationship to applicant and child.
- Personal info of disabled or seriously ill child, which may include name, date of birth, sex, and age.
- Disabled or seriously ill child's circumstances, which may include details of the child or young person's condition or diagnosis, date of diagnosis, Disability Living Allowance details, medication needs, etc.
- Household information, which may include details of household income.
- Nursery, School or College information for the disabled or seriously ill child or young person, which may include details of support received in their education setting, and any specific plans in place such as EHC Plans.
- Information from family surveys about wellbeing and the impact of the funding.

Why we need it and what we do with it

On behalf of the Department for Education, Family Fund collects and processes your personal information in relation to SFDC:

- to provide you with grant-making services that you have requested
- to deal with any enquiries and requests that you send to Family Fund Trust
- where necessary for the substantial public interest, to demonstrate that Family Fund Trust is running the SFDC programme efficiently and effectively.
- To remind you to redeem any grant that Family Fund Trust has agreed to provide you with, if it is near its expiry date.

- To generate performance data and evidence reports about the SFDC programme that may be published on both the Department for Education and the Family Fund Trust website.
- Family Fund Trust gathers some information for these reports from surveys. Participation in these is optional, and you can decide whether or not to take part. If you do not want to be contacted about survey opportunities at all, email preferences@familyfund.org.uk or write to the Family Contact Team at Family Fund Trust, at the address on page one of this Privacy Notice.
- Please note that any such reports and summaries will contain general information on trends and/or issues.
- Responding to appeals or complaints- where Family Fund Trust processes any sensitive personal data for this purpose in relation to the SFDC programme, it will be to the extent necessary for the substantial public interest in Family Fund Trust ensuring that it carries out our activities in an appropriate manner.
- Department for Education's own research purposes (or for the legitimate research purposes established by organisations with which we are associated). This may involve providing your contact details to a trusted research organisation conducting research on our behalf. If you're contacted for research purposes and you don't want to be involved, you can say that you don't want to be contacted again as set out in this privacy notice. Please note that any such research reports will contain general information on trends and/or issues and will not identify you.
- Please note that if you withdraw your consent to Family Fund Trust processing your personal data for any of the purposes described above in this privacy notice, this may result in Family Fund Trust being unable to carry out a relevant action or provide you with any related feedback or response.

- If you withdraw your consent to Family Fund Trust processing your data in connection with an application for a grant, Family Fund Trust will be unable to consider your application any further.

How long we keep it

- The Department for Education will only keep your personal information in relation to the SFDC programme for up to 7 years after the contract end date. We decide how long to keep your personal information based on the needs of the department and the law.
- When The Department for Education and Family Fund Trust no longer need your information, both parties shall remove all references to your family and securely destroy it.
- A copy of our data retention policy is available from us upon request.
- Family Fund Trust will take necessary steps to keep your information safe. It will then be securely destroyed when it is no longer needed.
- Where possible Family Fund Trust will keep your record accurate and up-to-date, but to help us achieve this you need to keep Family Fund Trust informed of any changes to your circumstances.
- Should you perceive the changes to your circumstances as being particularly sensitive you must take extra care with how you notify Family Fund Trust of those changes.

Do we use any data processors?

A Data Processor is an organisation that processes your information on The Department for Education's behalf.

The Support for Families with Disabled Children programme's Data Processor is Family Fund Trust (FFT), a charity registered in England under registered charity number 1053866, Scottish Charity no. SC040810, and a company limited by guarantee in England under registered company number 03166627. It will collect and process data throughout the lifetime of the contract when you apply for a grant through the SFDC programme.

We only use Data Processors for these activities:

- to provide you with grant-making services that you have requested or which we otherwise agree to provide to you; and
- to deal with any enquiries and requests in relation to your grant application, and
- where necessary for the substantial public interest, to ensure that the contract with Family Fund is being administered effectively and efficiently.

Do we transfer your personal information overseas?

When the Department for Education stores personal information outside the UK, we will make sure we keep your personal data safe. We follow the data protection law. We also use extra security measures, contracts and data sharing agreements.

For the SFDC programme, The Department for Education and Family Fund Trust will not transfer your personal information overseas as this is not applicable to the SFDC programme contractable service.

Do we share your personal information?

If the law allows it, we might share your personal information with other parts of The Department for Education including the Education and Skills Funding Agency (ESFA), and with other government departments.

We will share your personal information with:

- organisations that request information to help prevent and detect crime or fraud

The Department for Education may share your personal information to:

- safeguard children or young people - sharing is under the statutory guidance 'Keeping children safe in education' <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>, and 'Working together to safeguard children'

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>.

- investigate complaints.
- ensure schools/academies follow their funding contract; and
- provide a quality education under the regulations (Education (Independent School Standards Regulations 2014) <https://www.legislation.gov.uk/ukxi/2014/3283/schedule/made>)

The Department for Education Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) gives you more information on how we use your personal information.

Your data protection rights

More information about how the DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'. For further information and how to request your data, please use the 'contact form' in the Personal Information Charter at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under the 'How to find out what personal information we hold about you' section.

If you need to contact us regarding any of the above, please do so via the DfE site at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the Information Commissioner's website at: Individual rights | ICO <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/>

How to contact us or make a complaint

If you have a question, or feel your data has been mishandled, you can contact us by:

using our secure The Department for Education contact form or writing to:

Emma Wharram
Data Protection Officer
Department for Education (B2.28)
7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

You can also complain to the ICO by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113.

Or use the online ICO contact form.



Please only use the addresses above to send your complaints.

Send completed application form to:

**Family Fund
4 Alpha Court
Monks Cross Drive
York
YO32 9WN**



**Department
for Education**