



Take a Break

Scotland's Short Break Fund for disabled children, young people and their families

Terms and Conditions and Data Protection Statement

Administered by Family Fund

Declaration

! Please read the statements and Terms and Conditions below. If all the statements are accurate, and you understand that you will be subject to the Terms and Conditions (including the Data Protection Statement) by submitting an application to us, please make the declaration in accordance with the application form before submitting. If you have any questions, please contact us by telephone: 01904 571093 between 9am and 1pm for assistance.

In return for Family Fund considering this 'Take a Break' application, 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 my child is accurate. I understand that to be eligible for Take a Break grants from Family Fund, my child must meet the Take a Break eligibility criteria. I understand that grant decisions are made based on the information I provide in my application and cannot be appealed or changed. A copy of the criteria can be obtained by telephoning 01904 571093 or by visiting the Take a Break website at: www.takeabreakscotland.org.uk.

I am the main carer of each child, and I am the applicant 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 me and half the time with their other parent) I must notify Take a Break of this.

I am a British citizen, or person from an EU member country and have been living in Scotland for the past six months.

Or

I am not a British citizen or a person from an EU country but have been granted 'leave to remain' and have been living in Scotland for the past six months.

The child I am applying for is not in the care of the local authority or in foster care.

I understand that help from Take a Break is discretionary and subject to funding. There is no entitlement to a grant, support or other assistance 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 Take a Break application form, by phone, or otherwise is accurate and up to date and not misleading.

I have read the Take a Break Data Protection Statement set out below. 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 Take a Break application, that Family Fund is able to 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 Take a Break 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.

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 the Take a Break team at Family Fund by phoning 01904 571093 or using the details on the 'Contact us' section of the website www.takeabreakscotland.org.uk, 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 the Take a Break team at Family Fund of any changes in circumstance that may affect the application – for example any changes in my child's condition, care arrangements or living arrangements and 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 award me with a Take a Break grant I will use the grant 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 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 Family Fund to notify them as set out above. 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 grant decisions are made based on the information I provide in my application and cannot be appealed or changed.
- I understand that Family Fund may contact me to provide information about the impact that the grant has made on my family.
- 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 as a resident of Scotland I may also bring proceedings in Scotland.

I understand and accept that as part of Take a Break Scotland's fraud detection and prevention programme I may be contacted using the contact details held on file for me once I have submitted this application.

By signing the Take a Break 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.

Take a Break Data Protection Statement

We need to collect information about you, your disabled child and your family in order to process your application. The Take a Break Data Protection Statement ("this statement") explains what information we collect from applicants for grants, how your information will be used, how long we keep it for and what you need to do if you wish to see what information we hold about you. In signing the application form for the grant or service you are applying for you are acknowledging the contents of this statement.

Who are we?

The Take a Break Scotland Short Break Fund for disabled children, young people and their families is administered by Family Fund. Family Fund is a working name of 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 03166627. Our registered office is at Unit 4, Alpha Court, Monks Cross Drive, Huntington, York, North Yorkshire, YO32 9WN, United Kingdom.

Our Data Protection Officer can be contacted by post at our above registered office address or by email at dpo@familyfund.org.uk

We are committed to ensuring that all personal information we hold is treated properly and in accordance with applicable data protection legislation. We are registered as a data controller with the Information Commissioner's Office and our registration number is Z5314842. In accordance with applicable data protection legislation, we are required to explain to you how we will treat any personal data which we collect about you.

This statement applies to anybody who applies to us for a grant or service or receives advice and support from us and covers the personal information we collect in connection with that application and any such grants and services about you and other family members (collectively referred to as 'you' and 'your' from now on) including the child in respect of which you are applying for assistance. Any other information that you submit to us (including, but not limited to, 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 the following URL: www.takeabreakscotland.org.uk/privacy-policy

You have the right to lodge a complaint with the Information Commissioner's Office if you have any concerns about the way we process your personal information.

What information do we collect about you when you apply to us for assistance and how do we use it?

When you apply to us for grants we need to assess your application against our eligibility criteria as explained in our Take a Break terms and conditions. To consider your application we may obtain sensitive personal information directly from you when you apply to us for assistance, whether through your online account or on a paper application form (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).

In order to consider your application for grants, support or other assistance we will also collect your contact details and personal details of any family members who we may need to speak to or who are relevant to your application. We may also collect financial details if we are considering you for a cash grant.

We may also collect additional information from you over the phone, by email, social media or by post in support of your application. Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from those accounts or services if you contact us using any of those services.

As well as the information that you provide directly to us about your family circumstances, where you permit us to do so we may also collect information about you and your family's circumstances and your child's disability from third party professionals linked to your child's healthcare, education or social care.

How do we use the information that you provide to us in applying for grants, support or other assistance?

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

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

By providing us with your information, including sensitive personal information, signifying consent on the application form or verbally you will be providing your explicit consent to us using any sensitive personal information contained within your application for the above purposes and for the purposes of discussing with you your application. We will further use your information 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 Take a Break grants (we may send you a reminder in this respect within the following three years if we have funding available to further assist you).
- to generate evidence reports and summaries of our completed work for publication on our website, and performance data for inclusion in our annual report. We may do this by sending you a link to a survey. You do not have to complete the survey and can opt out of this communication by unsubscribing to the email, by writing to our Head of Communications at our registered address above or by emailing us at preferences@familyfund.org.uk. Please note that any such reports and summaries will contain general information on trends and/or issues. 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 information that you provide with your explicit consent.

- to respond to complaints. Where we process any sensitive personal data for this purpose, it will be to the extent necessary for the substantial public interest in us ensuring that we carry out our activities in an appropriate manner.
- for our own research purposes (or for the legitimate research purposes established by organisations which we are associated with, including our Government funders). 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 the fourth bullet point above. Please note that any such research reports will contain general information on trends and/or issues and will not identify you.
- for our own audit and assurance purposes and our continuous desire to improve our services. For example to prevent and detect fraud and misuse and to ensure that grant processing is carried out by our staff to a high standard and continuously improved.
- for our own administrative purposes. For example keeping our business systems and records up to date.

We will also use your personal information:

- to provide you with grant-making, advice and support services 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.

Your choices

You have a choice about being contacted for the following purposes. If you provide us with your consent to do so we will contact you by email, post and/or telephone from time to time as follows:

- a) to send you our newsletter.
- b) to promote and administer our fundraising and volunteering activities.
- c) to make you aware of, and allow you to, contribute to campaigns being run by us or trusted third parties.
- d) to promote the goods and services of our trading subsidiary Family Fund Business Services.

Where we are processing your information, on the basis that we have your consent, you can withdraw your consent at any time (for example, if you no longer want to receive further contact from us in respect of fundraising). This can be done by emailing us at preferences@familyfund.org.uk, writing to Head of Communications at Family Fund, Unit 4, Alpha Court, Monks Cross Drive, Huntington, York, North Yorkshire, YO32 9WN or clicking on the appropriate link of any related email. 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 information 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. For example, if you withdraw your consent to us using your personal information in connection with a fundraising activity, we may need to remove any related fundraising webpage that we have set up for you.

If you choose to restrict processing your information in connection with an application for grants, we will be unable to consider your application any further.

What third parties might we disclose information to?

As well as disclosing information about you to health, education and social care professionals in connection with requests of the nature referred to in the section 'What information do we collect about you when you apply for grants, support and assistance and how do we use it?', we may disclose information about you to:

- the Government departments and other funders which provide us with funding (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); and
- any third party which is involved in the provision of the assistance we are providing to, or procuring for you. For example, if you receive cash payments from us we will pass information about you to our banks and payment providers so that we can administer the payments. 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 services. 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 information about you:

- a) with third parties who are directly involved in dealing with any request, enquiry or correspondence submitted by you;
- b) with third parties who are providing us with professional advice and support where necessary for our legitimate interests in obtaining such advice or support;
- c) where we are legally required to do so;
- d) in connection with criminal investigations, legal proceedings or prospective legal proceedings where necessary for our legitimate interests and permitted by law;
- e) where necessary for our legitimate interests in establishing, exercising or defending our legal rights (including providing information to others for the purposes of fraud prevention) and permitted by law; and
- f) where we state or inform you otherwise (for example in this policy or on our website).

Where we engage third parties to process data on our behalf information 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 management of our social media accounts. However we take steps to ensure that these organisations have suitable technical and organisational safeguards in place and ensure safeguards in all our contracts.

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.

We may also disclose your personal information to third parties in the event that we sell, merge or buy any business and/or assets (in which case we may disclose your personal information to the prospective seller or buyer of such business or assets) or if we, or substantially all of our assets, are acquired by a third party. Any such disclosure will be made where necessary for the legitimate interests of us and/or the third party in respect of the proposed transaction; however we will not transfer your personal information to any such third party unless we are satisfied that they are able to provide an adequate level of protection in respect of your personal information.

We may disclose information about you to, and obtain information about you from, Government departments and agencies, debt collection agencies and tracing agencies to assist in the detection and prevention of fraud. Except as provided in this Privacy Policy, we will not provide your information to third parties without your express consent for any purpose (including but not limited to direct marketing). We do not sell personal information under any circumstances.

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:

- a) Request that we erase any personal data held about you;
- b) Restrict our processing of your personal data (for example to ask to suspend the processing of personal information to establish its accuracy or the reasons for processing it);
- c) Data portability (i.e. to request the transfer of personal data to a third party);
- d) Object to our processing of your personal data.

Requests in respect of the above may be made in writing to the Data Protection Officer at Family Fund, Unit 4, Alpha Court, Monks Cross Drive, Huntington, York, North Yorkshire, United Kingdom, YO32 9WN. Requests may also be made through the email or telephone contacts at the bottom of this page. Please contact us using the same details if you have any reason to believe that information we hold about you is inaccurate. We will respond to your request as soon as possible and, in any event, within one month from the date of receiving the request. Please note that we may, where legally permitted, reject any such request or limit the scope of our response (for example if, in the circumstances, the right does not apply to you).

In accordance with applicable data protection legislation, we follow security procedures in the storage and disclosure of your information. We may therefore request proof of your identity before complying with any other request of a nature described in A-D above.

You will not generally have to pay a fee to exercise any of your rights described in A-D above. However, we may charge a reasonable fee if you make a request to see a copy of your personal information which is clearly unfounded or excessive. Alternatively we may refuse to comply with your request in such circumstances.

Retention of your data

We keep the information we hold about you for as long as we need it for the purpose we collected it. For example, if your application for a grant is successful we will retain your information for up to seven years after your child ceases to be eligible to receive help from us for audit, assurance and administration purposes. This is in connection with the substantial public interest in us ensuring that we can effectively and efficiently administer our related funding agreements with Government and other funders.

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 the Take a Break team at Family Fund by phoning 01904 571093 or, in accordance with the contact us section of the website www.takeabreakscotland.org.uk, 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 the Take a Break team at Family Fund of any changes in circumstance that may affect the application. For example any changes in my child's condition, care arrangements or living arrangements; the death of my child or if a child becomes

the 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 you have consented to receiving our newsletter or further contact from us as described above, your relevant personal details will be used by us to provide this to you unless or until: (i) we cease producing our newsletter or making the further contact that we have obtained your consent for (ii) you withdraw your consent, following which we will suppress such personal data without delay following the date that (i) we cease producing the newsletter or making further contact, or (ii) you withdraw your consent (as appropriate).

Following the expiry of the relevant retention period, except where otherwise stated we will securely destroy the information or anonymise the data so that you and your family can no longer be identified from it (for example, where pseudonymised information will be useful for our statistical research purposes).

A copy of our data retention policy is available from us upon request.

Security of your data

We take appropriate measures to ensure that the personal information disclosed to us is kept secure, accurate, and up to date. We will ensure that your personal information is kept only for so long as is necessary for the purposes for which it was collected and is securely destroyed in accordance with our data retention policy.

Third Party websites and services

Please note that where:

- we signpost or refer you to any third party for information, advice or support; or
- you register to attend or compete in an event organised by a third party in our aid,

then in each case that third party will be the controller of any information that you provide to them and will assume corresponding responsibilities under applicable data protection legislation. Such information will be subject to the third party's privacy policy (which you should read). We are not liable for the privacy policies or practices of such third parties in respect of your personal information.

How you will 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 information we will notify you by writing to you or by sending you an email. We will also post a notice on our website's homepage. You can view the current version of our Grant Applicant Data Protection Statement at any time by accessing the following URL: www.takeabreakscotland.org.uk/privacy-policy

Queries

If you have any questions about this statement or our treatment of your personal information, please contact our Data Protection Officer at the contact details given above.

www.takeabreakscotland.org.uk
email: info@takeabreakscotland.org.uk
Telephone: 01904 571093

Take a Break is administered by Family Fund Trust.
Private company limited by guarantee. Incorporated in England and Wales.
Registration no. 3166627. Registered charity no. 1053866. Scottish charity no. SC040810.
Registered office: Unit 4, Alpha Court, Monks Cross Drive, Huntington, York YO32 9WN.

Working in
partnership:

