



## Defence Police Federation

### Group Insurance Scheme

### Retiree Continuation Form

Please refer to the scheme summary for full details of the cover available under the scheme and the costs per month. Retired membership is only available to existing members and if applied for within 3 months of Retirement Date.

#### Your Details:

Mr	Mrs	Miss	Ms
Surname:		Forename/s :	
Address :			
			Postcode:
Email :			Tel No.:
Date of Birth: / /	Date Joined Employment: / /		
Date of Retirement: / /			

#### Beneficiary Nomination Details:

As a member of the Group Insurance Life scheme, please provide details of the person(s) that you wish to receive the money in the event of your death. Scheme trustees are not bound to follow the nomination, but will take it into account. It is your responsibility to ensure that in the event of your circumstances or wishes changing you keep the information up to date.

#### Beneficiary Details:

Name	Date of Birth	Relationship to Officer	Percentage of Benefit
	/ /		
	/ /		
	/ /		

<b>Member Signature:</b>	<b>Date:</b> / /
--------------------------	------------------

Please return this completed form together with the Direct Debit mandate to:  
**Philip Williams and Company, 35 Walton Road, Stockton Heath, Warrington, WA4 6NW**  
Email – [schemes@philipwilliams.co.uk](mailto:schemes@philipwilliams.co.uk)

# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Philip Williams & Co  
35 Walton Road  
Stockton Heath  
Warrington  
WA4 6NW

Service user number

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

Name(s) of account holder(s)


Bank/building society account number

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

Branch sort code

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

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR PHILIP WILLIAMS (G INS) MANAGEMENT LTD OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society

Please pay Philip Williams (G Ins) Management Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Philip Williams (G Ins) Management Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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

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

DD11

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Philip Williams (G Ins) Management Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Philip Williams (G Ins) Management Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Philip Williams (G Ins) Management Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Philip Williams (G Ins) Management Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

# Privacy Notice (also known as “Fair Processing Notice”)

**Data Controller:** Philip Williams (G Ins) Management Limited, 35 Walton Road, Stockton Heath, Warrington WA4 6NW

**Contact for queries:** Data Protection Manager, Tel. 01925 604421. Email [dataprotection@philipwilliams.co.uk](mailto: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](http://www.ico.org.uk), Tel 0303 123 1113.