

Financial Assistance Application Form – Form B Guidelines & Privacy Statement



Introduction

Online applications can be made for financial assistance towards the cost of addressing any welfare need up to the value of £750. There are some minor exceptions:

- Legal Fees
- Non-Priority Debts
- Private medical costs (excluding NHS Fees and Costs)
- Mobility or Care Equipment that would require an Occupational Therapist Assessment
- Property Adaptations

If the assistance you require falls into any of the above categories, is over £750 in total value, or you are based outside of the UK, please call 0300 102 1919 to talk to us about arranging a caseworker-initiated application for assistance.

Downloading the application

The application form is an editable PDF document. It is best completed on a desktop or laptop computer. The PDF should open automatically if you have a PDF viewer installed on your computer. If you are using a compatible internet browser such as Google Chrome or Internet Explorer, the PDF should open in its editable format within your browser. Please save the document to your computer so to be able to attach the document to an email.

If attempting to open the application on a mobile or tablet device, please save the PDF to the device itself and open in a compatible PDF viewer. Most devices come with this already installed. Without doing this you may find that the application does not open in its fully editable format.

Please DO NOT print off and complete the application by hand.

Supporting Documents

You must send us a number of supporting documents to accompany your application. If you have access to a scanner, please scan these documents. Alternatively, taking a picture of the document on a mobile or tablet is perfectly acceptable so long as the document is still readable and we can see your name on it. Please submit your application alongside the following:

- **Proof of ID** – *driving licence, passport, military ID or other official government issued document.*
- **Proof of RAF Service for the individual on which the application is based** – *you can submit your application without this, but we will contact the Royal Air Force to make checks which may delay your application.*
- **One month's bank statement** – *clearly demonstrating the account name, number and sort code of the account into which any granted funds will be made; this must be in the name of the applicant and should confirm the figures given on your application.*

- **Proof of income** – *wage slip/benefit statement that confirms the income figures given in your application.*

Without these supporting documents we will be unable to process your request for help. Please attach your supporting documents to the same email as your application and **ensure they are clearly marked with your name.**

Sending us your application and supporting documents

Please send us your application and supporting documents by attaching by email to: welfareservices@rafbf.org.uk. **Please do not print off and post applications.**

Where possible please attach your application and supporting documents to the same email. For ease of identification **please ensure you mark your supporting documents with your name.**

Privacy notice

The RAF Benevolent Fund is committed to ensuring that we handle all data which we hold about you, in a safe, secure and responsible manner and in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018.

- We need some personal information from you to enable us to process your application for assistance.
- We have designed the application form so that we only ask for the data that is relevant and limited to what we need in order to assess your application. Your data will not be used for any other purpose other than assessing your application, unless there is legal reason for us to do so. Your data in this application may be reviewed if you make a separate future application for assistance.
- We ask for your consent to process the application and explicitly seek your consent to process special categories of personal data which you may have provided in connection with your application. Special categories of data include health data, ethnic origin, genetic/biometric identifiers, religious, philosophical or political views, trade union membership, and sexual orientation. By giving us consent, you will have made it clear that we can proceed with processing your application. You can withdraw this consent at any time by contacting us at welfareservices@rafbf.org.uk and if you do, we will stop any further work on your application.
- In addition to your completed application form, we need supporting documentation to be able to process your claim. We need this to be sure of your identity and we have a legal obligation to ask you to supply this information. Without suitable ID documentation we cannot process your application for assistance.
- Your data will only be available to RAF Benevolent Fund welfare personnel for the purpose of assessing your application for assistance. If we do need to speak to an external organisation to support your application, we will contact you and let you know who we need to contact and why.
- We will store your data securely on our database for 7 years after our last contact with you.
- **For more information about data protection, your rights and how we manage personal data, please visit www.rafbf.org/privacy**