

# GDPR agreement for Referrers to the Family Fund Hospital Application Service



**Family Fund**

Helping disabled children

## Processing of a Family's Personal Data for Family Fund



In making referrals to the Family Fund Hospital Application Service you will be processing information on our behalf that is classed as Personal Data under The Data Protection Act 2018 (DPA18), and The UK General Data Protection Regulation ("UK GDPR"). This is including but not limited to any information relating to a child or household which is included on an application form that you submit to us on behalf of the family.

- 1. You agree that, in relation to any information that we provide to you, or which you collect or process on our behalf, as part of your referral arrangement with us:**
  - a.** You will only use such information for the purpose of completing applications for assistance from a family on our behalf and submitting them to us ("the Permitted Purpose") and not for any other purpose unless (a) otherwise required by law (in which case you will promptly notify us before doing so unless you are not legally permitted to notify us).
  - b.** You will put in place appropriate technical and organisational security measures to protect against unauthorised or unlawful processing of such information and against accidental loss or destruction of, or damage to, such personal information (having regard to the sensitivity of the information and the potential harm that could be caused should any such issue arise).
  - c.** You will ensure that all personnel who handle such information are obliged to keep it confidential.
  - d.** You will notify Family Fund within 24 hours should you become aware of any breach in relation to the personal data of any applicant family.
  - e.** You will notify Family Fund before any transfer of such information outside of the UK, with Family Fund reserving the right to object to any such transfer.
  - f.** You will assist us in responding to any request from any person whose information is referred by you to us, and (where we reasonably require) in ensuring our own compliance with the DPA18 and UK GDPR with respect to security, breach notifications, impact assessments and consultations with the Information Commissioner's Office.
  - g.** You will maintain complete and accurate records and information to demonstrate your compliance with your obligations under this letter and allow for audits by us or our auditor.
  - h.** You will not appoint any third party to fulfil the Permitted Purpose on your behalf.
  - i.** At our choice, you will delete or return such information (and any copies held by you) to us upon termination of your referral arrangement with us (unless otherwise required by law).
- 2. You agree that before submitting each application to us in connection with your referral arrangement with us:**
  - a.** You will have provided a copy of "Family Fund Hospital Referrer Terms & Conditions and Data Protection Statement" to the applicant and given the applicant the opportunity to read it. For applicants residing in England, you will also need to provide them with the "Privacy Notice for Support for Families with Disabled Children programme (SFDC)
  - b.** You shall, prior to submitting the application, obtain written consent in the form of a signature on the application form from the family to us processing the information contained within their application form in accordance with such Terms & Conditions and Data Protection Statement. The consent should be specific to the application to us.



I acknowledge and agree to act in accordance with the contents of these terms when acting in relation to my referral arrangement with Family Fund

Name: \_\_\_\_\_

Date: \_\_\_\_\_