

# Staffordshire Police Federation



## GROUP INSURANCE SCHEME

### Convalescent Stay CLAIM FORM

If a member has to stay in a police convalescent home on the recommendation of a registered medical practitioner in respect of accident or illness, the amount shown in the benefits table will be paid.

Please complete and return to: [info@staffs.polfed.org](mailto:info@staffs.polfed.org)

PLEASE COMPLETE IN BLOCK CAPITALS

Name ..... Date of Birth.....

Home address.....

Postcode.....

Collar number..... Rank..... Telephone No.....

Email address..... Place where accident /illness occurred.....

Date and approximate time of accident/ illness started .....

Please give a description of your accident/illness, stating clearly how your injuries were sustained:

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.....

.....

.....

(continue overleaf if necessary)

Please give details of your injuries/ill.....

.....

Please state purpose of admission...

.....

.....

(continue overleaf if necessary)

Name and address of facility you were admitted to .....

.....

Date and time of admission.....

Date and time of discharge.....

A copy of the convalescent stay or certificate should be returned with this form in support of your claim

I, the undersigned, hereby declare that I am a subscribing member of the above scheme and to the best of my knowledge the above statements are true and without reservation.

Signature of insured ..... Date .....

Please complete the section overleaf to enable payment direct to your bank account

**This claim form must be submitted by the Federation office.**

**By submitting this claim via email to George Burrows, we hereby confirm that the claimant was a member of our Group Scheme at the date of the incident and is therefore an eligible claimant.**



## Convalescent Stay claim form (continued...)

**Please complete the following section to enable benefit payments to be made direct to your nominated bank account:**

Bank name and address \_\_\_\_\_

Branch sort code: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

**George Burrows are acting on behalf of insurers, which enables us to handle certain claims on their behalf.**

### **DATA PRIVACY NOTICE**

George Burrows is a trading name of Arthur J. Gallagher Insurance Brokers Limited. We are the controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/>. From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are providing us with personal data of another individual that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that you have obtained all appropriate consents, where required, tell them you are providing their information to us and show them a copy of this notice. You must not share personal data with us that is not necessary for us to offer, provide or administer services to you.



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GB1139/V2