

# Support request



Support for life

Please turn to the back page of this form to see the criteria that must be met for Ben to provide assistance. Please use black ink and BLOCK CAPITALS.

## Who's requesting support?

Please tick only one box

**Individual requesting support**  
Is someone who works or has worked in the automotive industry or associated trades.

**Third party/referring agency**  
Could be an employer, company, charity or statutory agency, making a referral on someone's behalf.

## Contact details of individual requesting support

Complete in all circumstances. We cannot process a referral without these details.

Title Mr  Mrs  Miss  Other

First name

Middle name

Last name

Address

Postcode

Date of Birth   /   /

Home phone

Mobile

Home email

Preferred contact method Home tel  Mob tel   
Email  Post

Preferred contact time  am  pm

Signature

Please sign if you give us your explicit consent to store your information. Please see the back page for our full statement on how we use your personal information.

## Contact details of individual connected to the motor industry

Tick if details are same as the above or complete in all circumstances. We cannot process a referral without these details.

Title Mr  Mrs  Miss  Other

First name

Middle name

Last name

Address

Postcode

Date of Birth   /   /

Home phone

Mobile

Home email

Preferred contact method Home tel  Mob tel   
Email  Post

Preferred contact time  am  pm

Consent for contact

Signature

Please sign here if you give your explicit consent to contact the connected person in regard to this referral.

Signature

The connected person must sign here to consent to store their information in regard to this referral. Please see the back page of this form for our full statement on how we use your personal information.

## Contact details of third party/referring agency

Title Mr  Mrs  Miss  Other

First name

Middle name

Last name

Address

Postcode

Home tel

Mobile

Home email

Preferred contact method Home tel  Mob tel

Email  Post

### Relationship to person requiring support

Employer  Charity  Friend / Family  Health Prof

Social Care Prof  Other, please specify

### Consent for contact

Please sign if you give your explicit consent to contact. Please see the back page of this form for our full statement on how we use your personal information.

Signature

## Motor industry employment

### Employment status of individual with motor industry connection

Full time employed  Part time employed  Jobseeker  Retired  Unable to work  Working in a different industry

Name of current employer	Address	Type of business	Job role	Dates worked
Name of previous industry employers	Address	Type of business	Job role	Dates worked

## Have you had support from Ben previously?

Yes  No  Dates  ,  ,  ,  ,

Was this support regarding the same challenges? Yes  No



## Any other information

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## Who is eligible for Ben's support

To receive our support an individual must have:

- Worked in the automotive industry or related trades (throughout this document now referred to as 'the industry') OR
- Be the dependant of someone who has worked in the industry.
- You must be a resident in the UK

Before support is provided to an individual evidence of eligibility must be produced. This could be a copy of the connected person's; P45, letter from a relevant employer, contract, their payslip or similar. For those unable to find this information, the connected person can go to [www.gov.uk/guidance/hmrc-subject-access-request](http://www.gov.uk/guidance/hmrc-subject-access-request), for a subject access form to secure evidence of employment (in the motor industry).

Who is considered a dependant?

- Current spouse/partner or civil partner (if one of the couple has passed away, then they must have been in a relationship at the time of death).
- Children including adopted/fostered/step or those for whom the connected individual has parental responsibility or guardianship.
- Parent including parent in-law/step parent or foster parent
- Sibling including half/adopted or step
- Grandparent including adopted or step-grandparent

The person receiving the support **MUST** be **FINANCIALLY DEPENDANT** on the person who has the connection.

Dependant of a deceased connected individual

If an individual comes to Ben for help and support and their connection is through a deceased person, in order for that individual to be considered eligible they must be financially dependent on the deceased person's estate/finances and we will require proof of this. This could be via:

- An occupational pension
- Insurance payments
- A trust fund

## Your personal information

Ben collects sensitive personal information when you register with us for care, support and guidance. We run a private and confidential service, which means that whatever you say stays between you and us. We will use and store this information in line with the Data Protection Act 1998.

We hold information securely in a database, and keep these records for as long as is relevant and appropriate, and then they are securely destroyed. We also collect and share anonymised information for statistical analysis.

We may discuss and obtain information about you from other organisations and agencies under the following circumstances:

- You ask us to
- We believe your life or someone else's life is in immediate danger
- You are being hurt by someone in a position of trust
- You tell us that you are harming another person

We will only share this information if we feel it's an emergency and we will endeavour to inform you of this first - giving you as much control as possible.

Our services also include referrals to third parties and sharing of information with our marketing and events teams. In the event of this additional consent will be obtained from you. Any companies that provide these services may retain your information whilst building a support plan and delivering services. You may ask them about the storage of this information at any time.

By signing below you give explicit consent to Ben to share and store your information. In addition, by signing next to their name, any listed dependants also provide their explicit consent. Consent can be withdrawn at any time and all personal data can be erased if you wish to withdraw your consent.

For details on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact:

**Nikki Fojan, on 08081 311 333 or [supportservices@ben.org.uk](mailto:supportservices@ben.org.uk)**

I confirm that I have read and accept the terms stated in this document

Signed

Date

Please tick here if you are happy to receive news about Ben events and marketing campaigns

[www.ben.org.uk](http://www.ben.org.uk)

Helpline 08081 311 333

[f /BenSupport4Auto](https://www.facebook.com/BenSupport4Auto) [@BenSupport4Auto](https://twitter.com/BenSupport4Auto)

Ben - Motor and Allied Trades Benevolent Fund. Lynwood Court, Lynwood Village, Rise Road, Ascot SL5 0FG. A charity registered in England and Wales (no.297877) and Scotland (no.SC039842). Registered with the Homes and Communities Agency (no. LH3766).

  
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