



## GDPR Agreement for Client Representatives (“Referrers”)

### Processing of Personal Data for Family Fund Trading Limited t/a Family Fund Business Services

In making referrals to the BBC Children in Need Emergency Essentials Programme, you will be processing information on our behalf that is classed as Personal Data under The General Data Protection Regulation (Regulation (EU) 2016/679) (“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 your applicant).

**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 administering applications for assistance, from your applicant 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) or (b) otherwise instructed by us in writing;
- 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 not transfer any such information outside of the European Economic Area;
- e. 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 GDPR with respect to security, breach notifications, impact assessments and consultations with the Information Commissioner’s Office;
- f. 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;
- g. you will not appoint any third party to fulfil the Permitted Purpose on your behalf; and
- h. 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).

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## GDPR Agreement for Referrers

The BBC Children in Need Emergency Essentials Programme, delivered by Family Fund Business Services

### 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 "Terms & Conditions and Data Protection Statement for Parents, Guardians or Young People ("Applicants") who authorise a Client Representative ("Referrer") to submit their application to the BBC Children in Need Emergency Essentials Programme" to the applicant and given the applicant the opportunity to read it.
- b. You shall, prior to submitting the application, obtain written consent from your applicant to us processing the information contained within their application form in accordance with such Terms & Conditions and Data Protection Statement. You shall keep a written record of this consent. The consent should be specific to the application to us.
- c. **If (and only if)** it is not (due to the circumstances) reasonably practical to obtain written consent to us processing the information contained within their application, you will obtain explicit verbal consent. You will record verbal agreement to the required verbal consent statement "I hereby give my consent to such information being used for such purposes." You should record the date, time and location when verbal consent is given.
- d. You will maintain, and promptly on request, provide us with, a copy of each written consent (or verbal consent statement).

**By registering as a referrer you acknowledge and agree to act in accordance with the contents of these terms when acting in relation to my referral arrangement with Family Fund Business Services.**

## Consent

Consent should be captured, examples are given in the application form.

For all enquiries please call: 01904 550011 or  
email: [emergencyessentials@familyfundsolutions.co.uk](mailto:emergencyessentials@familyfundsolutions.co.uk)



[www.familyfundsolutions.co.uk/emergencyessentials](http://www.familyfundsolutions.co.uk/emergencyessentials)



**BBC CHILDREN IN NEED  
EMERGENCY ESSENTIALS**



**Family Fund**  
Helping you, helping others

Business  
Services