

Application for Nejma Collective Grant

Terms and eligibility

The Nejma Collective (NC) grant is for people in prison who are experiencing financial hardship. The maximum grant amount is £65 in 6 months. To be eligible for the NC grant, you must have at least 90 days left to serve (this is so that we have time to process your application). We regret to inform you that we cannot accept applications from:

- People with less than 90 days left to serve
- People who have been allocated a Nejma grant within the last 6 months

The grant application form must be filled out completely. If anything is left blank, the application will be returned to you. We are a very small volunteer team with full-time jobs so please allow us time to process your form. We will do our best to notify you whether your application has been successful or not within 60-90 days. Please note that there is very high demand for our grants and due to the Ministry of Justice payment website only allowing us to pay one grant every other day we have a long waiting list.

Contact information

Please write clearly and double check your date of birth to make sure the details are correct.

Full Name		Date Entered Prison	
Prison Number		Sentence Length	
Date of Birth		Release Date	
Prison			

Reason for request (please tick box)

	Entered prison with nothing		Immediate need for items
	Emergency contact with family		Weight gain/loss (new clothing)
	Food		Other (please explain below)

Reasons for financial need (please briefly explain your situation below)

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Items needed (please list items you require and their estimated cost)

Item	Cost	Item	Cost
<i>For example, phone credit</i>	£5		

If you would like books instead of money please specify the titles and authors of the books you want and we can purchase these for you as long as they cost up to the same amount as a grant. We will write confirming which books we may be able to send you if you are eligible and your prisons' process for them being sent in.

Book title	Author

By signing below you are consenting to the information you have filled out on this form being processed and stored by The Nejma Collective for up to six years following your application being processed. Please read the privacy notice attached to understand the terms and conditions of giving this consent. And finally, please note that we no longer ask for a supporting statement with your application due to HMPPS specifying we do not need it.

Signature: _____

Date: _____

**Please return this form to: Freepost - NEJMA COLLECTIVE
(This is all you need on the envelope) * NO STAMP REQUIRED ***

The Nejma Collective Privacy Notice

This privacy notice is compliant with the General Data Protection Regulation 2016. If you have any questions about its contents, please speak to a member of staff at The Nejma Collective, you can do this by sending a letter for free to 'Freepost - NEJMA COLLECTIVE'. You may also raise a complaint with the Information Commissioner's Office by calling 0303 123 1113.

The contents of the privacy notice are as follows

1. Purpose of processing and lawful basis for processing
2. Categories of personal data being collected
3. Third party recipients and sources
4. Retention
5. Data subjects' rights
6. Right to withdraw consent or not provide data

1. Purpose of processing and lawful basis for processing

All data processed by The Nejma Collective will be for two purposes. The first and primary purpose is to undertake our work with clients across the UK's prison estates and in other projects in and out of prisons. The second purpose is to monitor our work so that we can evaluate its success and report back to our donors and raise future funding.

The lawful basis for processing a majority of data that we collect will usually be 'consent'. You will be asked to sign a consent form before we collect any data with this lawful basis. If the lawful basis that The Nejma Collective uses is not consent, The Nejma Collective will clearly identify and document that lawful basis when the relevant data is collected from the individuals or third parties. For example, there may be occasions when we rely on legitimate interest as our lawful basis.

2. Categories of personal data being collected

This section refers to all data that is not collected from you directly. An example of such data may be personal information that a prison or probation service sends us including

- 1) Your current or previous name
- 2) Which prison you are in
- 3) The reason you are asking for a grant

3. Third party recipients and sources

We may sometimes need to share personal data with relevant charities, agencies and government bodies. However, we will never share your data without getting your explicit consent immediately beforehand.

4. Retention period

Your data will be retained as long as you are a service user at The Nejma Collective. Your data will be removed from The Nejma Collective's databases 6 years after your last grant application has been processed.

You may request that your data is erased, or access to your data restricted, before this time limit is up. Please see section 5 for further information.

5. Data subjects' rights

As a 'data subject' (i.e. a person about whom The Nejma Collective holds data), you have a number of rights.

1. You have a right to freely access this privacy statement at any time
2. You may complain to the Information Commissioner's Office about how The Nejma Collective handles your data.
3. You may request to see any, or all, of the data that The Nejma Collective holds about you.
4. You may request to have any, or all, of your data transferred to another IT system.
5. You may request to have any, or all, of your data erased from The Nejma Collective's database.
6. You may request to restrict The Nejma Collective's use of your data.

If you require further information regarding these rights, please speak to the Information Commissioner's Office by calling 0303 123 1113 or visiting www.ico.org.uk.

6. Right to withdraw consent or not provide data

If you have signed a consent form for The Nejma Collective to use your data, you may withdraw that consent at any time. Please speak to a member of staff at The Nejma Collective to understand what withdrawal of consent may mean for you - you can do this by sending a letter for free to 'Freepost - NEJMA COLLECTIVE'.