

**Cloth Nappy Refund Scheme**

This scheme is **only** available to families living within the

Lisburn & Castlereagh City Council boundary

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| **Name** | |  | | | |
| **Address** | |  | | | |
| **Postcode** | |  | | | |
| **Telephone Number** | |  | | | |
| **Email Address** | |  | | | |
| **Child’s age or due date** | |  | | | |
| Terms and Conditions   1. The child must be a permanent resident within the Lisburn & Castlereagh City Council boundary. 2. The nappy trial period lasts two weeks and nappies must be returned at the end of the trial. 3. If taking part in the trial, a representative from ‘The Library Group’ will contact you to arrange your trial. 4. Applicants must spend at least £50 on washable nappies to be eligible for cash back. 5. Cash back cannot be paid without **the original, itemised receipt(s) which include date of purchase.** 6. The nappies must have been bought within 6 months of making the refund application. 7. Participation in the nappy trial and refund scheme is considered to be a ‘one off’ and does not constitute any commitment to future support. 8. Nappy trials and refunds will be arranged on a first come first serve basis. 9. Only one nappy trial and one refund application per household. 10. Lisburn & Castlereagh City Council may ask you to provide feedback and complete a feedback questionnaire. 11. The schemes are subject to availability and may be withdrawn at any time. | | | | | |
| **I have bought reusable nappies with a minimum spend of £50 and have enclosed the  itemised receipt(s)** | | | | | |
| **I understand and accept the terms and conditions of the scheme.** | | | | | |
| Signed: |  | | | Date: |  |
| Where did you hear about this scheme? | | |  | | |

Please return to:  
Waste Management  
Lagan Valley Island  
Lisburn BT27 4RL

**Privacy Notice – Nappy Refund and Trail Scheme**

**Why we need Your Personal Information**

Lisburn and Castlereagh City Council need to know some personal information about you to provide you with a Nappy Refund/participation in the Nappy Trial Scheme. We will process your information in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

**What information do we collect?**

We only collect the personal information we need. This includes your name, address, child’s date of birth or due date and contact details.

**How is it collected?**

On computer systems and paper files using an official form (either online or paper) or in person or by telephone.

**What do we do with your information?**

Your data is used to check your eligibility for this service, to plan and deliver this service, and prepare statistics.

**Who will my information be shared with?**

We will not share your information with anyone else without your permission unless we must do so by law.

We will share your name, address and contact details to the third-party provider who delivers the real nappy trail, this applies to trials only.

**How will it affect me if I do not want to provide Information?**

We may be unable to provide you with a service if we do not have all the personal information we need.

**Security of Your information**

Staff will use your information on a ‘need to know basis’. All staff have a duty to keep your information safe and confidential.

**How long will my information be held for?**

We will only retain your personal information for as long as we need to and in line with our retention policy. If you want to find out more, contact us.

**Your rights**

You have a right under data protection legislation to have a copy of the information we hold on you, or take action to correct, block, remove or destroy inaccurate information we hold about you.

**How can I find out more information or whom can I complain to?**

You can contact us at[**data.protection@lisburncastlereagh.gov**](mailto:data.protection@lisburncastlereagh.gov)**.uk**

Or write to -:

The Data Protection Officer

Island Civic Centre

Lagan Valley Island

Lisburn

BT27 4RL

Telephone: 028 9244 7300

**For more information on how we process personal information see our Privacy Notice on our main website. Visit** [https://www.lisburncastlereagh.gov.uk/**privacy**](https://www.lisburncastlereagh.gov.uk/privacy)