

Official Use only	
Case Number	
Date received	

# Social Security Tribunal

## Appeal Form

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

You must complete all questions marked with a \*

### 1\* Have you received a final decision letter from Social Security

- ☐ Yes, complete this form and attach a copy of the letter      Date of decision letter
- ☐ No, go back to Social Security and check the position

### 2\* Your details

2.1 Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr

2.2 First name *(or names)*

2.3 Last name

2.4 Address

Post code

2.5 Daytime phone number

2.6 Mobile number *(if different)*

2.7 Email address

2.8 Social Security Number

### 3 If this appeal concerns a child, please tell us:

3.1 Child's name

3.2 Child's date of birth

4\* What is the decision you are appealing against?

- ☐ Name of benefit or benefit(s)
- ☐ I have been asked to pay Class 2 Social Security Contributions
- ☐ Other

4.1 Please explain **in detail** why you don't agree with the decision (if you need more space use another sheet of paper)

[illegible]

## 5 Your representative

If someone has agreed to represent you, please fill in the following.

5.1 Name of Representative

5.2 Name of Organisation

5.3 Address

5.4 Phone number

5.5 Email address

5.6 Sign this box to authorise this person to act for you

## 6 Translator

Do you require a translator? ☐ Yes ☐ No If yes, which language

## 7 Special Needs

Do you have any special needs? ☐ Yes ☐ No

If Yes, it would help us if you could advise what assistance, if any, you require

You can provide additional information about your claim in this section.

# Data Protection Law

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.

On this form we have collected your personal details and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at [dpu@gov.je](mailto:dpu@gov.je) alternatively you can complain to the Information Commissioner by emailing [enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org).

For our full Privacy Notice please go to our website: [www.courts.je](http://www.courts.je)

Please sign and date here:

Signed:

Date:

Please check the following:

1. Read the form and make sure the information given is correct and truthful, and that you have not left out any information which you feel may be relevant to your appeal
2. You can include any supporting documents with your form, but relevant documents will be requested at a later stage. Please see our guidelines for information on submitting documents.
3. Keep a copy of your form and supporting documents for your own records.
4. Please see our guidelines for help completing this form and information on the Tribunal process
5. Submit this form to: **The Social Security Registrar, First Floor, International House, 41 The Parade, St Helier JE2 3QQ** or email [registrartribunalservice@courts.je](mailto:registrartribunalservice@courts.je)