

### Terms and conditions for Tech4Take Off

1. The Tech4Take Off scheme (the "scheme") is run by the Digital Poverty Alliance "the DPA", registered address 3<sup>rd</sup> Floor, 86-90 Paul Street, London EC2A 4NE, Registered Company: 3978344, Registered Charity: 1086306.

### How to apply

2. You must apply using either the official online form at [digitalpovertyalliance.org/Tech4TakeOff](https://digitalpovertyalliance.org/Tech4TakeOff) or using the official paper-based form which you can request by texting 07984445476 with T4TO and your name, home address and postcode.
3. Applications which are not made on the official form will not be processed.
4. Paper based forms must be sent to the address shown on the form or a photograph emailed to [tech4youth@digitalpovertyalliance.org](mailto:tech4youth@digitalpovertyalliance.org). There is no charge to make the application, although postal applications will need a stamp affixed. We will not accept hand delivered applications. Forms without postage will not be accepted.
5. You must not include other information with the form. Please do not send letters, pictures or any other materials with the form. Only responses to the specific questions on the form will be considered, other written notes will be disregarded. To comply with data protection regulations, any other materials will be securely destroyed and cannot be returned. Please do not include any information related to medical or health issues.
6. The DPA nor our partners will not accept responsibility for applications that are lost, mislaid, damaged or delayed in transit, regardless of cause, including, for example, as a result of any postal failure, equipment failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind.
7. By submitting an application, you are agreeing to be bound by these Terms and Conditions. If you have any questions, please contact [tech4youth@digitalpovertyalliance.org](mailto:tech4youth@digitalpovertyalliance.org) or write to the registered office.
8. The DPA reserves the right to refuse applications from anyone in breach of these terms and conditions.

### Eligibility

9. a) Applications are to apply for an iPad for a young person aged 11-19 living in:
    - i) Tyne and Wear, defined as within the boundaries of the metropolitan boroughs of Gateshead, Newcastle upon Tyne, Sunderland, North Tyneside and South Tyneside;
    - ii) Luton, being the borough of Luton within Bedfordshire as demarcated by the unitary authority.
    - iii) Crawley (noted in some publicity as Gatwick), being within the boundaries of Crawley Borough Council, within West Sussex.There will be no exceptions to this.
  - b) The application must be made by the recipient, or parent or carer of the recipient if they are younger than 16 years old on the date of application. Applications are not accepted from third parties on behalf of families.
10. Only one application per person is permitted. Where a person spends time between two or more households, those households must co-ordinate to ensure that only one application is made.
11. Each household may apply for up to two children each subject to 9 and 10 above.

12. Applicants must be permanent residents in the UK, and have been in the UK for at least the last six months.

13. We will not accept applications from outside the areas listed in 9.a above. There will be no exceptions to this, but we reserve the right to extend the areas.

14. Applicants will self-confirm that they or the child they are applying for does not have access to an adequate laptop currently. The DPA will never ask you to confirm your income, bank details or for any other financial information. However, you will be asked to provide a verifier who can confirm that your household, has a genuine need that cannot be met otherwise. We would ask families to consider this when applying for laptops to ensure that those with genuine need can be helped.

15. In applying, you confirm that you are eligible to apply, and that there is no reason why you are not permitted to accept the device. No details may be changed after application without cancelling that application and starting again. You will lose your place on our waiting list if you do this.

16. The DPA reserves all rights to disqualify your application if your conduct is contrary to the spirit or intention of the Tech4TakeOff scheme.

### Verifiers

17. Applicants will be asked to provide a Verifier. A Verifier must be from one of the following categories and must work with your household on a professional basis (i.e. not be solely a family friend). They must not be related to you or anyone in your household.

- a) Teacher at your child's school or college
- b) CAB adviser who advises the family
- c) Librarian who knows and advises the family
- d) Elected representative (councillor, MP, assembly member or equivalent) who knows and advises the family
- e) Job Centre representative who knows and advises the family
- f) Staff representative of a charity registered with the Charity Commission working in the local community who knows and supports the family (including food banks and other community groups).
- g) Youth or family worker, or equivalent, who knows and advises the family
- h) Another individual with an official role who is part of a formally registered organisation, at the discretion of the DPA.

18. Verifiers will only be accepted where their email address is either a) on the domain of the body they are representing, or b) where it is the email address held by the Charity Commission and listed on their Charity Commission online profile. Under no circumstances will private emails not affiliated with the workplace be accepted for verifiers and only these two criteria will be accepted. If a Verifier is unsure whether they meet 17.a) above, they should talk to whoever manages their IT and email addresses. Normally, if the second part of the email address after @ matches the name of their organisation, this will indicate it does. Verifications from gmail.com, outlook.com or similar accounts are not accepted.

19. Applicants must seek the permission of their Verifier before providing their contact information on the form.

20. Verifiers will be asked to complete a separate form to confirm that they believe there is a genuine need for a laptop (and where appropriate, connectivity support) to be provided. If a Verifier is not certain or feels uncomfortable,

they can email [hello@digitalpovertyalliance.org](mailto:hello@digitalpovertyalliance.org) with any questions.

a) Online applications will generate an email to the Verifier within 24 hours.

b) Postal applications will generate an email to the Verifier within 14 days of receipt.

21. The verification form can only be completed online, and there will be no paper-based version of this form. Verifiers will be asked to complete this form within 28 days, otherwise the application will lapse. Verifications cannot be made by telephone.

### **Assessment**

22. Applications will be processed in the order in which verification forms are received. Applicants are encouraged to remind their Verifiers to complete the form.

23. Those who are ineligible will be informed with 28 days of being noted as such. They will be informed either by email if this has been provided, or by post if not. Reapplication will normally only be appropriate if, for example, the email address given for a Verifier has bounced, or the Verifier has not completed the form within 28 days.

24. Applicants will be placed on a waiting list on a first come, first served basis by region.

25. Not all eligible applicants will receive a laptop, tablet or smartphone, device availability is limited by the scheme.

26. Until all devices for this scheme have been allocated, each month, we will notify successful Applicants by email if provided, otherwise by text or by post, if they are to receive a device. At this point, to fulfil the order, the name, address, email and mobile number of the Applicant will be shared with our laptop provider and their delivery company.

27. The decision of the Digital Poverty Alliance with regard to the success or otherwise of all applications is final. No correspondence will be entered into regarding this.

### **The device**

28. The application is for a refurbished tablet, being an iPad, however in the sole discretion of the DPA a different type of tablet or laptop may be provided. Applicants cannot influence the device type or make.

29. Tablets will be refurbished devices which have been cleaned and their operating system reinstalled.

Preferences between operating systems or around accessories cannot be accommodated.

30. Applicants are applying for a tablet, and may, at our discretion, also receive connectivity support. Applicants are asked to confirm that it will be used by the recipient to support their learning, employability or skills development.

31. The device provided is non-exchangeable, non-transferable and no cash alternative is offered.

32. The DPA reserves the right to hold void, cancel, suspend, or amend the Tech4TakeOff scheme where it becomes necessary to do so in their sole discretion.

### **Limitation of liability**

33. Insofar as is permitted by law, the Digital Poverty Alliance, its agents or distributors will not in any circumstances be responsible or liable to compensate the Applicant or accept any liability for any loss, damage, personal injury or death occurring as a result of taking up a device except where it is caused by the negligence of the DPA, its agents or distributors or that of their employees. Your statutory rights are not affected.

34. The device will be owned by the Applicant upon delivery. As the device is a gift, the DPA, their providers and

any other agents or distributors cannot accept responsibility for its ongoing care or warranty. Your statutory rights are not affected.

### **Data protection and publicity**

35. The DPA has a strong commitment to protecting your privacy, and we will use your personal data in line with these Terms and Conditions and our Privacy Policy. The Privacy Policy is available at

<https://digitalpovertyalliance.org/privacy-policy/> and a postal copy may be obtained by contacting us at the registered office or through the website.

36. By applying, you agree that any personal information provided by you with your application may be held and used by the DPA or its agents and suppliers to administer the scheme. This will include passing your details to our laptop providers and their delivery agents.

37. We will ask Applicants to confirm as part of their application whether they are happy to participate in surveys related to the scheme, to help us measure the impact and benefit of Tech4Take Off. If you agree to this, we will send you surveys by email.

38. We will ask Applicants to confirm as part of their application whether they are happy to participate in publicity related to the scheme. If you confirm this, we may contact you in relation to interviews, quotes, stories about impact, photography or press opportunities.

### **Governing law**

39. This scheme and all related matters will be governed by English law and applicants submit to the jurisdiction of the English courts.

40. The DPA reserves the right to update these Terms and Conditions from time to time, and any updated version will be effective as soon as it is published on the website.