

# Terms and Conditions...

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- You acknowledge that it is your responsibility to select the Childcare Provider and agree terms with them.
- We make no representation or warranty as to the exact amount of Income Tax and National Insurance Contributions you may save by participating in the Scheme.
- You acknowledge that you are not eligible to use the Childcare Vouchers issued under the Scheme unless you are the parent or legal guardian of the child in respect of which you are claiming the vouchers.
- You agree that the Childcare Vouchers, once issued, are non-refundable and may only be used in making payment to a Registered/Approved Childcare Provider.
- You acknowledge that it is your responsibility to initiate payments to your Childcare Provider, either by setting up an automated Paydirect payment or requesting payments from your account. You can accumulate funds in your account to use at a future date.
- You agree to supply to your Employer and Gemelli Childcare Vouchers the following information: Child/Children's Name, Date of Birth, legal status and if the child is Registered Disabled.
- You agree to be responsible for any costs or expenses incurred if an issued voucher is lost or damaged whilst in your possession.
- You agree not to exchange, transfer or otherwise try to trade the vouchers for any other type of supply or beneficial reward.
- You agree to use the vouchers prior to the Expiry Date or prior to the child's 15th birthday (16th if child is registered disabled).
- You agree to notify your Employer and Gemelli immediately of any change in the registration status of your Childcare Provider.
- Gemelli will honour all vouchers/payments provided you have valid voucher funds available.
- You acknowledge that receiving Childcare Vouchers may result in changes to your circumstances with regards to some benefits and allowances and have taken appropriate independent advice.
- If you are found to be acting fraudulently in any aspect of your childcare voucher scheme membership, your membership will be revoked and you will be required to pay any tax or National Insurance liabilities which arise. You may also be subject to disciplinary action which could result in dismissal from your job.
- You agree to provide your employer and Gemelli with one month's notice to exit the scheme.
- Receiving your first voucher will confirm your acceptance of these terms and conditions.

## The Data Protection Act 1998...

Gemelli are committed to compliance with the Data Protection Act and work within the framework act provides that defines how personal information can be used. Gemelli will handle your data in accordance with the Data Protection Principles which ensures data is fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subjects' rights; secure; not transferred to countries outside the EEA. Registration No. Z9985818.