

Participant ID No (CMS ID):

WH103 Fair Processing Notice – Sharing your Employment Data

Seetec Pluss is working with Jobcentre Plus programme Participants on behalf of the Department for Work and Pensions (DWP) to help these Participants to increase their skills to help them find and keep work.

The Department of Works and Pensions (DWP) need to record and share information about your employment activity. The information shared will be between DWP, Seetec Pluss and your employer(s).

This information will be required by DWP (and, where relevant, those contracted to provide auditing services to DWP) to validate and audit payment claims from employers and service providers.

To corroborate details of your employment activity, where appropriate, we will need to confirm details with each of your employers.

For validating and auditing payment claims, the process is as follows: -

Stage 1: Seetec Pluss will give your name and national insurance number to your past or current employer as appropriate.

Stage 2: The employer will use your name and national insurance number to identify you, so that they can confirm to Seetec Pluss, some or all the following information:

- The date you began each period of your employment.
- whether your employment is continuing.
- if not continuing, the date each period of your employment ended.
- whether you were employed during a specific period.
- your work pattern/shift
- the amount of your earnings each week
- average earnings
- your employee number or other unique identifier

Stage 3: To validate payment claims, DWP may contact your employer using your name and national insurance number to ask for the information listed at stage 2. It will use this information to:

- check if the information given to it by Seetec Pluss is correct.
- evaluate the programme.

DWP will store your information securely for audit purposes.

NOTE: A Designation Order has been put in place to allow the department and Seetec Pluss to contact the Participant's employer/host organisation directly, to validate employment details for the employee without requiring consent from Participants.

The Designation Order only applies to voluntary and mandatory provision and to claimants or ex-claimants who are or were in receipt of Universal credit (UC), Employment and Support Allowance (ESA), Incapacity Benefit (where also in receipt of Income Support) or Jobseekers Allowance. If the Designation Order applies to you, please sign below to acknowledge that you understand the purpose and basis for the data sharing.

Section 1 – For persons who claim or who have claimed the benefits listed above.

I confirm that:

I have read the information above and understand why this information sharing is needed and how this information will be used.

Participant name **(Please print name in full)**

Signature Date:

If you are a person who has never claimed benefits, please go to Section 2

Section 2 – For persons who have never claimed the benefits listed above.

Participant name..... **(Please print name in full)**

I confirm that:

I have read the information above and understand why this information sharing is needed and how this information will be used.

I give consent for my data to be shared.

Yes

No

Signature Date:

