

## **Employment Programmes – consent to share information**

Working Links is working with Jobcentre Plus customers on behalf of the Department for Work and Pensions (DWP) to help these customers to increase their skills to help them find and keep work. Working Links may claim a payment from DWP for every Jobcentre Plus customer who finds work while or after participating in a programme.

To claim a payment from DWP Working Links may need to confirm details of your employment

To validate these claims DWP may need to confirm details of your employment. Where appropriate, this may involve confirming details with each of your employers.

To achieve this, Working Links, DWP and your future employers need your consent to share information about you as follows:

**Stage 1:** Working Links will give your name and national insurance number to your future employer.

**Stage 2:** Your employers will use your name and national insurance number to identify you, so that they can confirm to Working Links some or all of 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
- the number of hours you worked each week
- the amount of your earnings each week
- your employee number or other unique identifier

**Stage 3:** To validate payment claims from Working Links, 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 the Working Links is correct
- Evaluate the programme

DWP will store your information securely for audit purposes.

If you do not give consent, this will not affect your entitlement to participate in the programme, or any job offer or employment obtained. You can write to Working Links at any time to withdraw your consent and this will not affect your placement on the programme or any employment or offer of employment made.

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

***I give consent for Working Links, my future employer and DWP to share information as described in stages 1 to 3 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.

***I understand that:***

If I am in receipt of any benefits, my entitlement to these benefits will not depend on whether I choose to give consent or not.

My placement on any programme with Working Links and any employment or future offer of employment will not depend on whether I choose to give consent or not.

I can withdraw my consent at any time by writing to Working Links

Signature .....

Date.....