

# Statement of earnings

This form must be completed in ink.

Please ask your employer to fill in this form, stamp it with their stamp and return it to you.

If you are a member of her Majesty's Forces, please use page 3 of this form instead.

## To the employer

Do not use correction fluid on this form. Please put your initials by any corrections you make. This form must be completed in ink.

Our reference \_\_\_\_\_

## Employee's details

Name of employee: \_\_\_\_\_ Occupation: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ National Insurance number: \_\_\_\_\_

Date the employee started working for you: \_\_\_\_/\_\_\_\_/\_\_\_\_ Clock or payroll number: \_\_\_\_\_

## Earnings

Please state below the gross earnings including overtime, bonus or commission received during each of the last 3 complete calendar months (starting with the most recent). If the employee is paid weekly please treat a month as a period of 4 weeks and provide details for each of the last 4 weekly periods.

Please state whether the figures below are for a calendar month  or 4 week period

	Month 1 (most recent)	Month 2	Month 3
Gross Earnings			
Tax Deducted			
National Insurance			

If the employees earnings stated above show any monthly variations please state reason i.e.

exceptional overtime  sickness  other reasons  4 Please give details:

Normal hours worked each week: \_\_\_\_\_ hours. Tax code: \_\_\_\_\_

Are any of the following changes expected to occur in the next 12 months:

4 please tick relevant boxes if the client is due to

receive a lump sum bonus or commission, state amount £ \_\_\_\_\_; date \_\_\_\_/\_\_\_\_/\_\_\_\_

receive a pay rise, state amount £ \_\_\_\_\_; date \_\_\_\_/\_\_\_\_/\_\_\_\_

return to work after period of sickness or maternity leave, state return date (if known) \_\_\_\_/\_\_\_\_/\_\_\_\_

other, please state nature of change \_\_\_\_\_; date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Benefit in kind

Does the employee receive any benefits in kind in addition to the gross earnings stated above?

No: please go to the next section  Yes: Please tell us

The type of benefit received \_\_\_\_\_ Annual taxable value of benefit £ \_\_\_\_\_

## Details of current time off

Is the employee off work at the moment? (Do not include holidays if the employee is paid for these)

No: please go to the next section

Yes: Please tell us

Date the employee was first off: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date expected to return to work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The employee's normal monthly earnings £ \_\_\_\_\_

### Employer's stamp

(place stamp below or  
attach other proof of  
business name and  
address)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ (in block capitals)

Job title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please return this form to the employee. Thank you for your help.**

# HM Forces - Statement of earnings

Only use this side of the form if you are a member of her Majesty's Forces.  
Give this form to the Pay Office and ask them to fill it in.

## To the Pay Office

Our reference \_\_\_\_\_ <sup>4</sup>Do not use correction fluid on this form. Please put your initials  
by any corrections you make.

## Employee's details

Name of employee: \_\_\_\_\_

Service number: \_\_\_\_\_

## Income

Employee's pay  
(Before National Insurance and so on) £ \_\_\_\_\_ every \_\_\_\_\_

Pay rises  
(Give dates and percentages of any pay rises the employee will get during the next 12 months)

a) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount \_\_\_\_\_ %

b) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount \_\_\_\_\_ %

## Allowances and deductions

Allowances every _____	Deductions every _____
Local overseas allowance: £ _____ <sup>4</sup> If this allowance is paid at the unaccommodated rate, give the equivalent accommodated rate	Accommodation charges _____
Excess rent allowance £ _____	Overseas facility charges _____
London allowance £ _____	Quartering charges _____
Separation allowance £ _____	Food charges _____
Overseas child benefit £ _____	National Insurance _____
	Income Tax _____
	Any other deductions <sup>4</sup> please give details
Education allowance £ _____ every term	_____
Total £ _____	Total £ _____

I confirm that these are the rates of pay and allowances for the employee named above.

**Pay office stamp**

Signature: \_\_\_\_\_

Name:  
(in block capitals) \_\_\_\_\_

Job title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return this form to the employee. Thank you for your help.

# LEGAL AID AGENCY

## PRIVACY NOTICE

### Purpose

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

### About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in a legal aid application such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

### Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided in your legal aid application will only be used for the purposes set out below.

### Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided in a legal aid application is for the purposes of providing legal aid. Our lawful basis is 'the performance of a task carried out in the public interest or in the exercise of official authority' as set out in Article 6(1)(e) of UK GDPR. The tasks are those set out in the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal aid Provider(s) for payment from the legal aid fund for the work that they have conducted on your behalf.
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately.
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

We collect 'special categories of personal data'. This data is collected where necessary for the purposes set out above. The condition under which we process this data is Article 9(g) of UK GDPR – Reasons of substantial public interest. Our associated Schedule 1 condition is Statutory and Government purposes. We also collect this data for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data will be treated with the strictest confidence and any information published under the Equality Act will not identify you or anyone else associated with your legal aid application.

We collect 'personal data relating to criminal convictions and offences or related security measures'. This data is collected where relevant for the purposes set out above. The Legal Aid Agency is an Executive Agency of the MoJ, an Official Authority for the purposes of Article 10 of UK GDPR.

## **Who the information may be shared with**

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Your instructed legal aid Provider(s), including any advocate instructed by a legal aid solicitor;
- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP), Home Office and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners Marston Holdings
- If false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering. We may specifically share data with HMRC and DWP for fraud prevention, investigation and prosecution purposes; and
- Where a debt is owed to the Legal Aid Agency, we may share your data with public authorities such as HMRC and DWP and with debt collection partners such as Marston Holdings for the purposes of tracing, debt collection and enforcement.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

## **Data Processors**

We may contract with third party data processors to provide email, system administration, document management and IT storage services. Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

We contract with Marston Holdings as a data processor for the collection and enforcement of criminal legal aid contributions. Any personal data shared with the data processor for this purpose is governed by model contract clauses under data protection law.

## **Automated decision making**

We do not use solely automated decision making within the definition of Article 22(1) of UK GDPR. The overall decision on an application for legal aid or a claim for costs in a legal aid case will always be made by a human decision maker. This could be a member of our staff, or a staff member of a legal aid Provider acting under delegated authority from the Legal Aid Agency.

## **Details of transfers to third country and safeguards**

Personal data may be transferred to locations in the European Economic Area (EEA) where required by our data processors for hosting, storage and secure backup of our IT services. Such transfers are made on the basis of Adequacy decisions between the UK and EEA in accordance with Article 45 of UK GDPR.

In limited and exceptional circumstances, where required for the provision of technical support, personal data stored in our call centre software may be accessed by support staff located in USA, Romania, Philippines, Singapore or Australia. Where transfers for this purpose are made to locations without Adequacy decisions the transfer is made on the basis of exceptions under Article 49 of UK GDPR and is required for the legitimate interests of the Ministry of Justice. The software provider maintains the same standards of IT and personnel security for its services overseas as it does for services in the UK.

## **Retention period for information collected**

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

## **Access to personal information**

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25  
Ministry of Justice  
102 Petty France  
London  
SW1H 9AJ

Data.access@justice.gov.uk

## When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

## You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact the;

The Data Protection Officer  
Ministry of Justice  
102 Petty France  
London  
SW1H 9AJ

[dataprotection@justice.gov.uk](mailto:dataprotection@justice.gov.uk)

## Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)