

Withdrawn

This publication is withdrawn.

This publication is no longer current.

Annex 2 – Fair Processing Notice

We, the Department for Work and Pensions (DWP), need to record and share information about your employment activity. The information shared will be between DWP, employers and our contracted service providers.

This Information will be used by DWP (and, where relevant, those contracted to provide auditing services to DWP):

- to validate and audit payment claims from employers and service providers, for the running of the Work Programme and the Wage Incentive Scheme; and
- in relation to job interview performance.

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: DWP or our contracted service provider 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 they can confirm to DWP, or our contracted service provider, 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;
- your work pattern/shift;
- the amount of your earnings each week;
- average earnings ; and
- your employee number or other unique identifier.

DWP will store your information securely for audit purposes.