

Withdrawn

This publication is withdrawn.

This publication is no longer current.

Community Work Placement Live Running Memo

To: Community Work Placement Providers

Cc: Non-Work Programme Policy Team Managers
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Supplier Managers
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Memo Serial Number: CWP LR02

Date: 24 October 2014

Subject: Community Work Placement – Information Sharing

Action: For information and action

Timing: Immediate

Background

From 27 October 2014, two separate designation orders will provide greater clarity and transparency to DWP contracted providers on how to undertake the activities required when mandating claimants to apply for specific jobs and to obtain follow-up evidence and feedback from employers. The Information Sharing Designation Order will allow CWP providers to share claimants' personal data:

- Where the provider requires evidence from an employer to claim an outcome payment for a CWP claimant, and/or
- To obtain interview feedback where a CWP JSA claimant has been mandated to apply for a job
- Where they need to share information with a work placement host (JSA only).

Jobcentre Plus will issue a revised Fair Processing Notice (FPN) to all new CWP claimants referred from the 27th Oct.

Action

For all CWP claimants referred before the 27th Oct the following must be adhered to.

Prior to or at the point of a claim being made (where the provider requires evidence from an employer to claim a start, completion or job outcome fee) CWP Providers are required to present all participants referred **before 27 October 2014** who have previously not provided/ withdrawn consent with the attached FPN. The FPN explains the Departmental position in respect of consent to contact an individual's employer.

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

This notice explains to you how and why we will use your personal data.

We will only give information about you to someone outside DWP if the law allows us to.

DWP will store your information securely.

Why do you need to share my information?

In some circumstances we may need to share information with an existing or prospective employer to:

- monitor your performance
- get feedback from any interviews you may attend
- make sure you are receiving the correct amount of benefits
- monitor the performance of our contracted service providers

What information can be shared with my employer or potential employer?

For monitoring and auditing the performance of our contracted providers the process is as follows:

- DWP or your provider will give your name and National Insurance number to your employer if you find paid work.
- The employer will use your name and National Insurance number to identify you when they confirm to DWP, or your provider, some or all of the following:
 - 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 earnings each week
 - average earnings
 - your employee number or other unique identifier

You have the right to request a copy of the information we hold about you. To find out more about how to exercise this right and for more details about how we use information about you, visit our website www.dwp.gov.uk/privacy-policy or contact any of our offices.

This factsheet gives general information only and is not a complete and authoritative statement of the law.

CWP
