



Clare College
Cambridge

JOINING DETAILS FOR CASUAL EMPLOYEES

Procedure:

1. New employee to complete on their first day of employment with Head of Department.
2. Head of Department to forward to HR on the first day of employment.
3. HR to give a copy to Bursary.

Last Name:	Full First Names: (Mr, Mrs, Miss, Ms)												
Full Home Address including Post Code:	Nationality: <i>(Proof of ID required: a UK Passport, an EEA passport or national identity card, a UK residence permit or application card)</i>												
Gender: M/F	Telephone Number:												
Date of Birth:	NI Number:												
In case of an emergency, please give details of next of kin. Name: Address: Telephone No: Relationship to employee:													
Medication: <i>Please give details of any relevant additional information: eg medication, allergies, etc. which the College or Hospital would need to know in the event of an emergency.</i>													
Department:	Job Title:												
Hourly Rate:	Starting Date:												
Is this your main job? YES/NO	If NO please give details:												
The College's policy is to pay Staff on a monthly basis by direct credit into a bank or building society account. PLEASE ENSURE FULL ACCOUNT DETAILS ARE GIVEN BELOW.													
Bank / Building Society:													
Account Number: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>									Sort Code: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
Name of Account Holder:													

Is this your first job since last 06 April and you have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational pension?	
Do you have a P45 from previous employer?	
Is this your only job but, since last 06 April you have had another job or have received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit?	
Do you have another job or receive a State or occupational pension?	

Student Loan

Do you have a student loan which is not fully repaid?

Yes	No
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Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments?

Yes	No
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Student Loan Plans

You will have a Plan 1 Student Loan if:

A. You lived in Scotland or Northern Ireland when you started your course, or

B. You lived in England or Wales and started your course before 1 September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

What type of Student Loan do you have?

Plan 1	Plan 2
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Did you finish your studies before the last 6 April?

Yes	No
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Please supply an email address below so that we can email you your payslip. This will be password protected with your National Insurance Number.

.....
 email address (please write clearly)

DATA PROTECTION

The College's Data Protection Policy is available in full on the College's website at:
<http://www.clare.cam.ac.uk/Data-Protection-Scheme>

The Policy sets out how the College collects, handles, and stores data. The responsibilities for individual members, workers and staff are as follows:

- a) completing relevant data protection training, as advised by the College;
- b) following relevant College policies, procedures and notes of guidance;
- c) only accessing and using personal information as necessary for their contractual duties and/or other College roles;
- d) ensuring personal information they have access to is not disclosed unnecessarily or inappropriately;
- e) where identified, reporting personal data breaches, and co-operating with College authorities to address them; and
- f) only deleting, copying or removing personal information when leaving the College as agreed with the College and as appropriate.

The Policy also has links to a number of Data Protection Statements (DPSs) including for 'Staff and Senior members'. The DPSs set out the rights you have in relation to your personal data including:

- the right to be informed of how their personal data are being used. This right is usually fulfilled by the provision of 'privacy notices' (also known as 'data protection statements' or, especially in the context of websites, 'privacy policies') which set out how an organisation plans to use an individual's personal data, who it will be shared with, ways to complain, and so on;
- the right of access to their personal data;
- the right to have their inaccurate personal data rectified;
- the right to have their personal data erased (right to be forgotten);
- the right to restrict the processing of their personal data pending its verification or correction;
- the right to receive copies of their personal data in a machine-readable and commonly-used format (right to data portability);
- the right to object: to processing (including profiling) of their data that proceeds under particular legal bases; to direct marketing; and to processing of their data for research purposes where that research is not in the public interest; and
- the right not to be subject to a decision based solely on automated decision-making using their personal data.

Personnel files are kept securely. The information contained in these records includes personnel data, sensitive personal data, salary and benefit details, details of jobs held and information on performance and conduct. Should you wish to view your personnel file, you may send a request to the HR Manager. If the request is granted then we will aim to deliver a copy, in your preferred format, of any information requested within 30 calendar days. We will not give out your personal details to any external body unless these are legally required for the purposes of payroll administration, health and safety reasons, or a criminal or PAYE investigation etc. We will only give references for mortgage or other purposes, or employment references if you have given your permission for this.

In addition some staff names appear on the internal telephone list, University Internal Directory and the College contact page on the web site. Generally, members of staff are only listed by name when their job involves being contacted by members of the University or College. If however, you do not wish your name to appear on these lists, will you please indicate by placing an "X" in the box below.

Signed (employee).....Date.....

Signed (Head of Department).....Date.....

FOR OFFICE USE ONLY:

Bursary received.....

HR received.....