Please use BLOCK CAPITALS throughout this form

Casual worker registration

Use this form to register with the Human Resources department as a casual worker. Bring the form to Human Resources in Heslington Hall once complete with your right to work documents.

See [https://www.york.ac.uk/admin/hr/temporary-workers/using-casual-workers/registration/](https://www.york.ac.uk/admin/hr/temporary-workers/using-casual-workers/registration/) for more information.

Have a question? Call us on 01904 32 4871 or email hr-compliance@york.ac.uk

Your details

<table>
<thead>
<tr>
<th>Title</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s)</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Date of birth</td>
</tr>
<tr>
<td>National Insurance no</td>
<td></td>
</tr>
<tr>
<td>Home address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

Bank details

| Name of bank | |
| Sort code | Account no. |
| BS roll number | |

Employee statement

Select only one of the following statements A, B or C

A: This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B: This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

C: As well as my new job, I have another job or receive a State or Occupational Pension.

Last revised: 22 August 2018
**Student Loan**

Do you have a Student Loan which is not fully repaid?

- [ ] Yes: go to question A
- [ ] No: go to question C

A) Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

- [ ] Yes: go to question C
- [ ] No: go to question B

B) What type of Student Loan do you have?

- [ ] Plan 1
- [ ] Plan 2

You will have a Plan 1 Student Loan if:
- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 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.

For further guidance about repaying Student Loans go to [https://www.gov.uk/new-employee/student-loans](https://www.gov.uk/new-employee/student-loans)

C) Did you finish your studies before the last 6 April?

- [ ] Yes
- [ ] No

**Ethnicity**

Under the Race Relations Amendment Act the University is obliged to collect and publicise monitoring information on the ethnicity of staff.

What is your ethnic origin? (tick one box)

- [ ] 11. White – British
- [ ] 12. White – Irish
- [ ] 19. White – other background
- [ ] 21. Black or Black British – Caribbean
- [ ] 22. Black or Black British – African
- [ ] 29. Black or Black British – other background
- [ ] 31. Asian or Asian British – Indian
- [ ] 32. Asian or Asian British – Pakistani
- [ ] 98. Information refused
- [ ] 33. Asian or Asian British – Bangladeshi
- [ ] 34. Chinese
- [ ] 39. Asian or Asian British – Other Asian background
- [ ] 41. Mixed - White and Black Caribbean
- [ ] 42. Mixed - White and Black African
- [ ] 43. Mixed - White and Asian
- [ ] 49. Mixed – other background
- [ ] 80. Other ethnic background
- [ ] 99. Other ethnic background
**Nationality**

What is your country of legal nationality?

**Disability**

The Disability Discrimination Act 1995 defines a disability as, “A physical or mental impairment with long term, substantial effects on a person’s ability to perform day-to-day activities”.

Do you consider yourself to have a disability?

- **Yes**: please give details below
- **No**

- 08 Two or more impairments and/or disabling medical conditions
- 51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- 52 General learning disability (such as Down’s syndrome)
- 53 A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder
- 54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- 55 A mental health condition, such as depression, schizophrenia or anxiety disorder
- 56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- 57 Deaf or serious hearing impairment
- 58 Blind or a serious visual impairment uncorrected by glasses
- 96 A disability, impairment or medical condition that is not listed above
- 97 Information refused
Criminal convictions

Do you have any UNSPENT criminal convictions?

☐ Yes: please give details below ☐ No

Provide details of any unspent criminal convictions

Signature

Signature Date

Name

Once complete, bring this form to Human Resources in Heslington Hall with documents confirming your right to work.
Tier 4 Students

You only need to complete this section if you are a student with a Tier 4 visa.

As a student holding a Tier 4 Visa, you are restricted to the number of hours that you can work, both paid/unpaid work. The UK government requires the University to monitor the work undertaken by students on a Tier 4 visa on a weekly basis. It is essential that the information you provide on this form is accurate and that you notify the HR department immediately if your visa circumstances or plans for paid or unpaid work change.

The consequences of not complying with the conditions of your visa can be very serious. If you breach the conditions of your visa this could result in the visa being cancelled, requiring you to end your studies/leave the UK and being denied entry into the UK in the future.

<table>
<thead>
<tr>
<th>Visa number</th>
<th>Visa expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Term-time restrictions

<table>
<thead>
<tr>
<th>Study level</th>
<th>Term dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Undergraduate and Postgraduate taught only</td>
</tr>
<tr>
<td>Postgraduate taught</td>
<td></td>
</tr>
<tr>
<td>Postgraduate research</td>
<td></td>
</tr>
</tbody>
</table>

Notes

If you hold a student visa and have a work restriction in your passport or biometric residence permit, you will be able to work in the UK for a maximum of 10 or 20 hours per week during term time and full-time during the vacations. This includes paid casual work at the University and any other type of paid, unpaid or voluntary work with any other organisation.

Working hours are calculated on a weekly basis, Sunday to Saturday.

For further information on your responsibilities as a Tier 4 sponsored student please see https://www.york.ac.uk/students/studying/tier4/student/

Postgraduate research students on Tier 4 visa are allowed up to 30 days’ vacation per year with the agreement of your supervisor. HR must be notified when you intend to take this.

If your visa states “No work” or “Employment Prohibited”, you must not undertake any work.

Declaration

By signing below, you agree that the information provided above is true and correct.

I understand that I must not accept work, paid or unpaid, which would bring my total hours for all work undertaken each week above the limit of 10 or 20 hours that is shown on my Tier 4 visa.

I agree to update these details with the HR department immediately should my visa circumstances or plans for paid/unpaid working change.

Signature

Date

Name
### For completion by Human Resources

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

### Right to work check
Documents seen and copied

<table>
<thead>
<tr>
<th>Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID card (EEA only)</td>
</tr>
<tr>
<td>Visa type</td>
</tr>
<tr>
<td>Visa vignette</td>
</tr>
<tr>
<td>BRP</td>
</tr>
<tr>
<td>FULL birth certificate and National Insurance document</td>
</tr>
</tbody>
</table>

### Employee checks

- [ ] Input worker to ResourceLink
- [ ] Scanned to Payroll

### Completed by

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Extension</td>
</tr>
</tbody>
</table>
Data protection statement

To be retained by the individual

This privacy notice is for individuals working at the University of York on temporary casual engagements. It sets out the ways in which the University of York gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner’s Office (our registration number is Z4855807) and our entry can be found at https://ico.org.uk/ESDWebPages/Entry/Z4855807.

Where do we get your data from?
The organisation collects information about you in a variety of ways. For example, data is collected through application forms and CVs; obtained from your passport or other identity documents such as your birth certificate; from forms completed by you at the start of or during your engagement; from correspondence with you; or through interviews, meetings or other assessments.

What data do we have?

Personal data may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;

Special category data including information about disability, health, ethnicity and racial origin:

- information about your criminal record;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.
What is our legal basis for processing your data?
The University needs to collect and retain certain types of data, in various formats, about its current and past workers for HR purposes.

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you, eg to pay you for work done for the University;
- because it is necessary for the performance of a task carried out in the public interest (for information on our public task see our function as set out in our charter);
- because it is necessary for our or a third party’s legitimate interests;
- to allow us to comply with our legal obligations;
- to protect your or another person’s vital interests;
- to monitor equality and diversity;
- because you have given us your consent or, in the case of special category data, your explicit consent.

How do we use your data?
The University may process your personal data (including special category data) for the following purposes:

1. to pay workers and administer pensions;
2. to maintain accurate and up-to-date employment records, contact details and records of workers’ contractual and statutory rights;
3. to enable effective communication with you as a worker at the University;
4. to provide you with and manage your use of University facilities and services;
5. to operate recruitment and selection processes;
6. to operate and keep a record of leave taken (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
7. to obtain and provide occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law;
8. to check, where necessary, that staff are eligible to work with children, patients and other vulnerable adults;
9. to ensure effective general HR and business administration;
10. to maintain and promote equality in the workplace;
11. to provide references on request for current or former employees;
12. to respond to and defend against legal claims;
13. to compile statistical and personal returns which the University may be required to publish or pass to government bodies or the Higher Education Statistics Agency (HESA);
14. to maintain the safety and security of the campus for all users. This may include the use of CCTV for crime prevention and detection purposes.

In addition, please note:

- while on campus you may be captured in photographs or video footage as part of a wider group shot. These images/recordings may be used by the University for promotional purposes, eg in the development of the University’s prospectus. If you have any concerns about the use of your image please contact the Data Protection Officer for more information, dataprotection@york.ac.uk.
- the University uses lecture capture technology to record University teaching (typically audio only). In addition, students are sometimes granted permission to make their own recordings (again, typically audio only). As a result, anything you say may be recorded while delivering lectures, seminars and other teaching sessions depending on your proximity to the microphone. For rules around the use of recordings see here: https://www.york.ac.uk/staff/teaching/support/recording-lectures/information-for-departments/ and https://www.york.ac.uk/media/staffhome/learningandteaching/digitalrecordingoflectures/documents/Student-Recording-Of-Teaching-Sessions-Guidance.pdf.

Who do we share your data with?

The University may share your data with:

- employees and agents of the University;
- third parties that process data on behalf of the University to support it in fulfilling its obligations and responsibilities to and relationship with you (eg software and system providers);
- the People’s Pension scheme;
- potential employers, to provide a reference for you when it has been sought;
- government departments/agencies to whom we have a statutory obligation to release information (including the Higher Education Statistics Agency, the Home Office UK Visas and Immigration, HM Revenue and Customs, Department for Work and Pensions and the Child Maintenance Service);
- the Disclosure and Barring Service, for the purpose of making criminal record checks
- law enforcement agencies such as the police or relevant authorities dealing with emergency situations (only as required or appropriate and in line with data protection legislation);
- professional bodies

The University may also disclose your data to other 3rd parties not listed above on a case-by-case basis. Disclosures will be made in full accordance with the data protection legislation and only where necessary. Consent will be sought from you where
appropriate and you will be told about such disclosures unless exceptional circumstances apply.

**How do we keep your data secure?**
Data is stored in a range of different places, including in your personnel file, in the organisation’s HR management systems and in other IT systems (including the organisation's email system).

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, [https://www.york.ac.uk/it-services/security/](https://www.york.ac.uk/it-services/security/).

**How do we transfer your data safely internationally?**
In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

**How long will we keep your data?**
The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University’s Records Retention Schedule.

**What rights do you have in relation to your data?**
Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. To exercise these rights, please contact hr-enquiries@york.ac.uk. For all other requests, see [https://www.york.ac.uk/records-management/generaldataprotectionregulation/individuals rights/](https://www.york.ac.uk/records-management/generaldataprotectionregulation/individuals rights/).

**Questions or concerns**
If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University’s Data Protection Officer at dataprotection@york.ac.uk.

**Right to complain**
If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).