

## Social Work Bursary: Academic Year 2017/18

### Confirmation of earnings

#### 1. Student details

Your bursary reference number

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(Your bursary reference number begins with a '2' or '3'. Please leave blank if unknown.)

**The names you use here need to match the names you give to your university/college when you register..**

Surname or family name

Other names

#### 2. Details of Parent, Spouse, Civil Partner or Partner

Title  Mr  Mrs  Ms  Miss  Other

Surname or family name

First name

Other names

Date of birth

Payroll number

**Hand this form to your employer. Once your employer has completed parts 3 and 4, post the form to Social Work Bursaries at the address on page 3.**

#### 3. Details of Earnings - to be completed by the employer

Employer's name

Employer's address

Employer's telephone number

Employer's email address

### 3. Details of Earnings (continued)

The amounts detailed below are from the financial year ending 5 April  (Enter year)

	£	p
Gross pay - Include employee pension contributions, statutory sick pay and overtime		
Other taxable income or bonus		
Pay for previous employment		
Taxable benefits - car, fuel BUPA etc.		
Employee pension contributions paid		
National Insurance contributions		
Income Tax		
Tax Code		

### 4. Declaration

I declare that the information given on this form is complete and accurate.

I declare that I am authorised to provide the above details of earnings of the person named at section 2 of this form for the financial year ending 5 April  (Enter year) on behalf of the employer named at section 3 of this form.

Signature (for employer)

Name

Position

Date

Company stamp (if applicable)

## Posting this form to Social Work Bursaries

- Keep** a photocopy of all documents sent for your own records. The NHSBSA cannot take responsibility for applications and evidence lost in the post.
- Pay** the correct postage and write your name and address on the back of the envelope to avoid your mail going astray.
- Post** If you are sending your application by Special Delivery, make a note of your Special Delivery reference number.

Post this form by Special Delivery to guarantee it is delivered to:

Social Work Bursaries  
PO Box 141  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 9AS

## Data protection privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

### Why we process your information

We will use the information you provide to:

- process your application for payment,
- detect and prevent fraud and mistakes and
- analyse general trends and correlations to support more effective planning of NHS services.

By law we must process this information on behalf of the NHS.

Your information will not be transferred outside the [European Economic Area](#).

### Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information to check the records of:

- Higher Education Institutions
- HM Revenue and Customs
- The Home Office
- Student Loans Company
- Bodies performing functions on behalf of the above organisations

Information may be shared with the Department of Health and Social Care for the purposes of investigating and prosecution of fraud, or any other unlawful activity affecting the NHS.

Information may be shared with the Cabinet Office in relation to the National Fraud Initiative, which matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Anonymised information relating to your equality and diversity may also be shared with the Department of Health and Social Care to monitor the compliance with Equality law.

### Keeping your personal information

Your personal data will be deleted from our systems and files no later than seven years after your final payment has been completed.

### Your rights

The information you provided will be managed as required by Data Protection law including the General Data Protection Regulations (GDPR).

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From the 25 May 2018 you have the right to:

- request that your information be deleted if you believe the NHSBSA are keeping it for longer than necessary

Find out more about [your rights and how we process information](#).