Employee Data Responsibilities

As an employee of the University you have certain responsibilities regarding the information that you provide to us and that we provide to you. You also have responsibilities to other agencies regarding certain items of data. Further information is provided below.

Information to provide to the University

You need to provide to the University certain information in order for us to pay you and to ensure that your pay is correctly calculated;

- Your name; first name, any middle names and last name, exactly as they are set out in official documents such as your Passport or Birth Certificate
- Any change of name must be notified, together with documentary evidence of the change
- Your date of birth
- Your National Insurance Number
- Your bank account details (for payment)
- Your home address

You must advise the University Payroll section, in writing (payroll@ncl.ac.uk) and as soon as possible, if there is a change to any of these.

You also need to ensure you provide your Unit with contact details including your home address and phone number, and also details for someone who may be contacted in the event of an emergency. You must update this information if there are any changes.

If you are a member of any of the occupational pension schemes supported by the University, you also need to ensure you inform the Payroll Section to advise the pension scheme when you become married or divorced, or enter into a civil partnership. You will need to provide details of the spouse/partner and the relevant certificate. You should also ensure that you review and update your Expression of Wish form to guide the pension scheme in the allocation of discretionary benefits in the event of your death. (Note that these forms are retained by the University).

Leaving the University

If you leave the University, you will need to contact the Payroll section before you leave to arrange to receive your Leaver Statement (this will begin to replace the tax form P45 from April 2012) and to make appropriate arrangements if you have been a member of one of the pension schemes.
For Migrant Members of Staff

In accordance with the Immigration, Asylum and Nationality Act 2006, the University must comply with certain duties for all migrants, whether they be employees, students, guest members of staff or academic visitors.

If you change your home address, telephone number or mobile telephone number at any time during the course of your employment, you **must** inform the UK Border Agency and University Human Resources, in writing, of these changes as soon as possible so that both you and the University fulfil the statutory requirements of this Act.

You must also take note of the expiry date on your permission to stay in the UK and ensure you meet the requirements for any application to extend your stay.

Information from the University

Periodically the University will send you information. The most regular form is the *payslip* that regular employees receive monthly. You should check:

- That the deductions being made are those you expect (especially any voluntary deductions such as Additional Voluntary (pension) Contributions, travel season tickets, Trade Union subscriptions, Give As You Earn)
- That the gross pay is approximately what you expect
- That any changes in pay occur when you expect, especially additions
- If there are any messages at the foot of the payslip.

You will also receive **annual benefit statements** if you are a member of one of the occupational pension schemes. You should check that the information in it is approximately what you expect.

If you think any of the information on your payslip or in your pension benefit statement is incorrect, please contact the Payroll Section as soon as possible.

Please e-mail payroll@ncl.ac.uk in the first instance with your enquiry.

General responsibility to notify statutory agencies regarding personal circumstances

You'll need to tell Her Majesty’s Revenue and Customs (HMRC) if you:

- get married or form a civil partnership
- change your name
- change your address
- start getting a second income
- become - or stop being - self-employed
You'll also have to let HMRC know if other income that you get - like savings or rental income - increases or reduces. A full list of all the things that you need to inform HMRC about is available at http://www.hmrc.gov.uk/dealingwith/reporting-changes.htm#1

All these things and more can affect the amount of income tax that you have to pay.

The University is not able to pass on to HMRC personal data that is not part of the information that we provide with each payment that we make to you. Updates to personal data such as marital status or home address will not be accepted from your employer.

The University HMRC reference number is 504/20813 and the telephone number for enquiries is 0845 300 0627

You will need to tell your Benefits Office if you are claiming any benefits and any of the following changes apply, whether or not you think the change is directly related to your benefits:

- getting married, entering into a civil partnership or moving in with a partner
- change your name
- moving house
- getting a new job, whatever hours you work or pay you receive
- getting a pay rise
- inheriting or unexpectedly coming into money
- taking in a lodger
- no longer being sick or ill
- travelling or moving abroad

Further information on state benefits is available at http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/BeginnersGuideToBenefits/index.htm