**PERSONAL INFORMATION SHARING MANDATE**

Your employment is funded by the Local Authority and therefore is subject to monitoring for audit purposes.

As your employer I am required to provide the following information for monitoring purposes each period:

* Payroll information including total earnings and deductions, pension contributions (if applicable) and any other statutory payments made on your behalf.
* Timesheets – confirmation of hours worked

I also share your personal information with a local payroll provider to enable them to process your wages on my behalf.

I hereby give permission for the above information to be shared with the local authority and payroll provider.

**Employee Name**

**Employee Signature**

**Date**