

Consent Form

Consent for Sensitive Information to be held on the Jobcentre Plus Labour Market System (LMS) Database

Part 1 – Information

To help make sure we give you the best possible service, we need your consent to hold sensitive personal information on our Labour Market System. Our Labour Market System holds details about people using our services, as well as details about jobs, training and other available opportunities.

Jobcentre Plus is part of the Department for Work and Pensions, which is the data controller for purposes of the Data Protection Act 1998.

How we would use your sensitive information

We will only use your sensitive information to deal with your claim for benefit, or to help you find work. We use this information to make sure we give you the best possible service by taking into account your particular circumstances. Only DWP staff and their authorised agents have access to your personal information.

We may use anonymous sensitive information and share anonymous sensitive information with other government departments

- for research, and
- to help other government departments develop their services.

By *anonymous sensitive information* we mean things like numbers of people who have a health problem that affects their day-to-day life.

If we share anonymous sensitive information, the information we share will not name you personally. Jobcentre Plus would like your consent to put any sensitive information you provide on our Labour Market System, and use it in the ways described. Once this information is put on our Labour Market System, the tear off (Part 2) will be destroyed.

If you refuse to give consent, it will not affect your entitlement to benefit. For more information on data protection go to www.dwp.gov.uk/privacy-policy

Customer Declaration

I consent to Jobcentre Plus recording any sensitive personal information I give below on the Labour Market System.

I understand

- how this information may be used
- that I do not have to give consent, and that if I refuse to give consent my entitlement to benefit will not change
- that I may take back my consent by writing to the Department for Work and Pensions, asking you to remove the sensitive information from your Labour Market System.

Name

National Insurance Number

Signature

Date

 / /

tear off

Part 2 – Please tick the relevant boxes

- I have a health problem that affects my day-to-day life
- I am currently serving or have served a community sentence under supervision, am an ex-offender or a serving prisoner
- I am a refugee, have other leave to remain in the UK or discretionary or humanitarian protection granted by the Home Office

- I am a current / recovering / stabilised drug mis-user
- I am a recovering or stabilised alcoholic
- Other - Please give details.

Note for Jobcentre Plus staff: store the signed consent part of the DPA1 (Part 1) in the Labour Market Unit/Case Notes or other suitable storage unit and destroy this tear off (Part 2).