|  |  |
| --- | --- |
| 1234567  | **Data Protection Act 2018** We will use the information you provide to meet our contractual, legal, and management obligations. As part of this we will share your personal information with internal service areas and external organisations who provide services on our behalf. We also need to share with the Cabinet office (who are a government department) to detect fraud and error; more information on the National Fraud Initiative can be found [here](http://www.coventry.gov.uk/info/11/strategies_plans_and_policies/473/data_matching_and_the_national_fraud_initiative).More information on how we handle personal information and your rights under the data protection Law can be found in our Privacy Notice [here.](https://coventrycc.sharepoint.com/%3Aw%3A/r/_layouts/15/Doc.aspx?sourcedoc=%7B93107115-ADA1-4DE6-89AC-454269C1F62D%7D&file=HR%20Privacy%20Notice.docx&action=default&mobileredirect=true)We will keep all information you provide confidential and treat it in accordance with the requirements of Data Protection Law. **Resource Link** **New Starter Bank Details Form**  |

|  |  |  |
| --- | --- | --- |
| Post Title  | Section/School  | Directorate  |
|  **Personal Details:**  |  |  |
| Surname:   | First Name: | Title:  |

 **Bank Details:**

|  |  |  |
| --- | --- | --- |
| Name of Bank/Building Society:  | Branch:  |  |
| Address:City: Post Code:  |  | Account No (**only 8 digits**):   |
| Sort Code: :  \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_   |
| Roll/Reference No: (Building Society Only)  |

Return completed form to Recruitment.preemployment.gov.uk

I confirm that the information is correct. Signature\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Payroll Services:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID Number   | Data entered by  | Date  | Data checked by:  | Date  |