|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New Starter Form - External examiners  ( UG, PGT and External Assessors)** | | | | | |
| Please note that our contract is with you as an individual and not with your institution. This means that we will pay your fee and expenses directly into your bank account on receipt of your report and claim form.  Please see reverse of form for information compliance - Data Subjects' Rights. | | | | | |
| **Title** | |  | **NI #** |  | |
| **Full Name** | |  | **DOB** |  | |
| **Gender** | | M/F | **Are you a UK resident?** | | |
| **Email** | | | | | |
| **Full Legal Home Address and Postcode** | | | | | |
| **Are you Self Employed for tax purposes? Yes / No  If so please provide UTR reference and complete a self-employed form and attach to this document** | | | | | | |
|  | | | | | | |
| **Bank details** | | | | | |
| **Branch:** | | | | | |
| **Sort Code** | | | | | |
| **Account number:** | | | | | |
| **IBAN/Swift if not UK account:** | | | | | |
| **I am an External examiner for the below ( tick all that apply)** | | | | | |
| **1.** | **UG: DEPT:** | | | |  |
| **2.** | **PGT: DEPT:** | | | |  |
| **3.** | **External assessor** | | | |  |
| **I confirm that the information above relates to me as the named person on the form and  is accurate   :**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**  **Signature                         Date** | | | | | |

**Information Compliance - Data Subjects' Rights**

The information you provide us with will be used for the administration of your work with the University as an external examiner, and for remuneration in relation to that role.

AU, as data controller, will be required to collect, store, use and otherwise process information about you for any purposes connected with external examiner work ***deemed necessary for the performance of your contractual agreement*** with the University (see GDPR Article 6(1)(b)). The University will retain your information for 3 years after you cease to be an external examiner.

Your information will be held securely but will be made available to the Payroll Department to enable them to pay your annual fee and reimburse expenses.

As a data subject you have a range of rights in relation to the data we hold about you: <https://www.aber.ac.uk/en/infocompliance/policies/dp/data-subject-rights/>

If you have any queries in relation to the above, please contact the Data Protection and Copyright Manager, Dr Jonathan Davies at [infocompliance@aber.ac.uk](mailto:infocompliance@aber.ac.uk)

|  |  |
| --- | --- |
|  | |
|  | |
| **Office use ONLY** | |
| 1. | Start date: End Date: |
| 2. | Role code: **GEN-EXT-EXAM** Main Role Code if multiple roles: |
| 3. | Non UK resident: I.S. contacted to create user ID? H.R. contacted? |
| 4. | ABW code: G1160-01 |