

Enfield Work Experience

Private Placement Application Form

If you are arranging your own work placement this form must be **fully** completed and **signed** by your parent/carer **and** the employer.

This section to be completed by the student and their parent or carer	
Date of work experience	
Name of student and form	Form:
Name of school	
Name of business	
Address of business	
Name of the person in the business who has agreed to your placement	
Their telephone number	
Their email address	
Their position in the company or job title	
Activity being offered	
I agree to my son/daughter carrying out the placement detailed	Signed Date
This section to be completed by the employer:	
Please Note: We regret that only those employers with Employers Liability Insurance may be used for work experience.	
Do you have Employers Liability Insurance?	Yes/No* Crown Agent LBE Organisation
Name of Insurance Company	
Policy Number and Expiry Date	Date: __ / __ / __
Please sign here to confirm that a) you have agreed to this placement with the student b) you are also happy for a member of our team to visit you to carry out a health and safety risk assessment on behalf of the school	Signed Dated For and on behalf of
c) you happy for your details to be entered onto a database which other schools in Enfield have access to in line with GDPR.	Yes No

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www.enfield.gov.uk

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If you are an employer who works with Enfield Work Experience on any of our programmes, including the provision of work experience, we collect your basic information in order to manage our programmes, contact you to organise work experience, and provide you with appropriate updates.

We rely on the following legal bases for processing.

Legitimate interest: Processing some data is necessary for our work and balances the interests of others. For example, we collect employers' details to source work experience placements; this has an impact on employers, schools and young people, who can all benefit from it.

We rely on 'legitimate interest' to process data associated with the sourcing, creation and matching of work experience placements. The processing justifies the impact on all individuals concerned: the employers, the schools, young people and Enfield Work Experience all have an interest in the creation of work experience placements which is in the public benefit. Information is stored on a password protected system and access is only given to relevant individuals.

We also have a legitimate interest to contact individuals who have engaged with us in the past and hold a relationship with us. The nature of our work justifies our continued relationship with our stakeholders. The processing of data in relation to these examples is legitimate, necessary and balanced.