**Request for an account on Ollie**

All new employees who are set up on Resource Link with an employee number will automatically get an account on **Ollie** via an automated process each day. Please note - no employee accounts can be set up in advance of this process.

If you require an account for someone who will not be issued with an employee number please provide the following details and log a call with the complete form attached through [ICT Self Service](http://ictselfservice/). We will confirm when the account has been set up.

|  |  |
| --- | --- |
| **Mandatory Information – user will not be created unless all fields are complete** | |
| First Name |  |
| Surname |  |
| Email address (required) |  |
| Direct Line Manager or Social Worker, mentor or coordinator. *(within T&WC)* |  |
| Please confirm the type of contact you have.  If you have a permanent contract please provide you employee number and start date. | Permanent  Fixed Term  Casual  Employee Number:  Start Date: |
| Does the new starter need to be included in the Induction Programme for new starters | Y/N |
| **Confirm Job Title**: - please indicate relevant job title or state if not listed | |
| Fixed Term T&W Contract |  |
| T&W Agency Worker |  |
| Chaperone |  |
| Student Social Worker |  |
| Work Experience |  |
| Shared Lives Carer |  |
| Mainstream Foster Carer  Pre Approval Foster Carer  Friends and Family Foster Carer  SGO Carer |  |
|  |
|  |
|  |
| If none on the above, please state: |  |

**Your Personal Data**

Telford & Wrekin Council Learning and Development team are collecting your personal data to enable you to be able to complete eLearning and face to face training to support your role under Article 6(1)(b) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation.

Telford & Wrekin Council will not share any of your personal data collected with external organisations unless required to do so by law or to enable you to be invited to Virtual Training through Microsoft Teams or Zoom. However, for further details on the council’s privacy arrangements please view the privacy page on the council’s [website page](http://www.telford.gov.uk/terms).