



Pearson Qualification Services Third Party Suppliers for Associates

As part of the process, we will be required to provide some of your details to third party suppliers in order for you to undertake the role.

Details we share with our third party suppliers:

- Full name
- Address
- Telephone number
- Email address
- Date of birth
- NI Number

Our third party partners are:

- Capita Travel & Events: your information is shared with Capita Travel & Events for the creation of a travel profile enabling the booking of rail and hotel.
- ADP: your information is shared with ADP, our payroll provider, in order to process payments for fees and expenses through our weekly PAYE payroll.
- Nest: your information is shared with Nest, our workplace pension's provider, in order to assess you for workplace pension eligibility, and calculate any contributions and deductions as appropriate to any pension scheme you may be enrolled in.
- Concentrix and Scicom: your information is shared with our Professional Service Centres outside of EEA under strict level of protection in order to provide you with information and guidance on the processes and systems that form part of your role as a Pearson Associate: Recruitment, On-boarding Process, Training, Contract, Allocations, Marking Systems, Associate Relations & Development