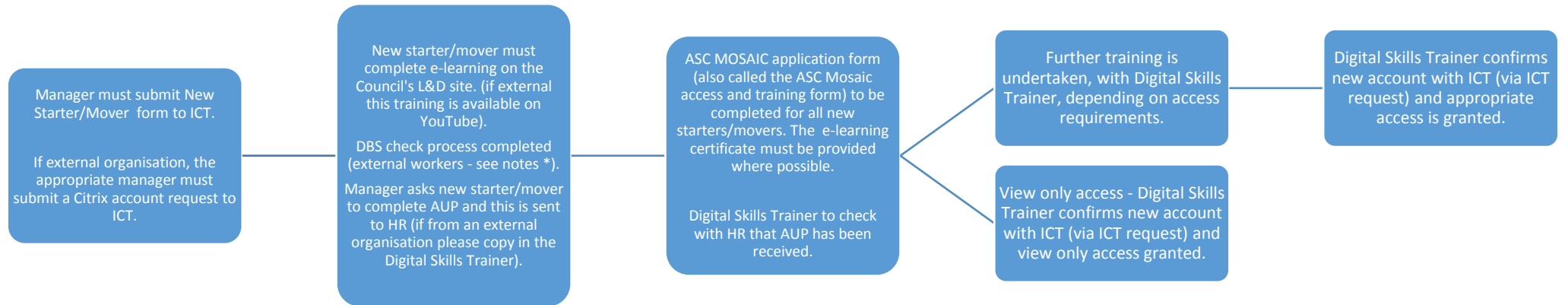


## New starter or mover who wants access to Mosaic



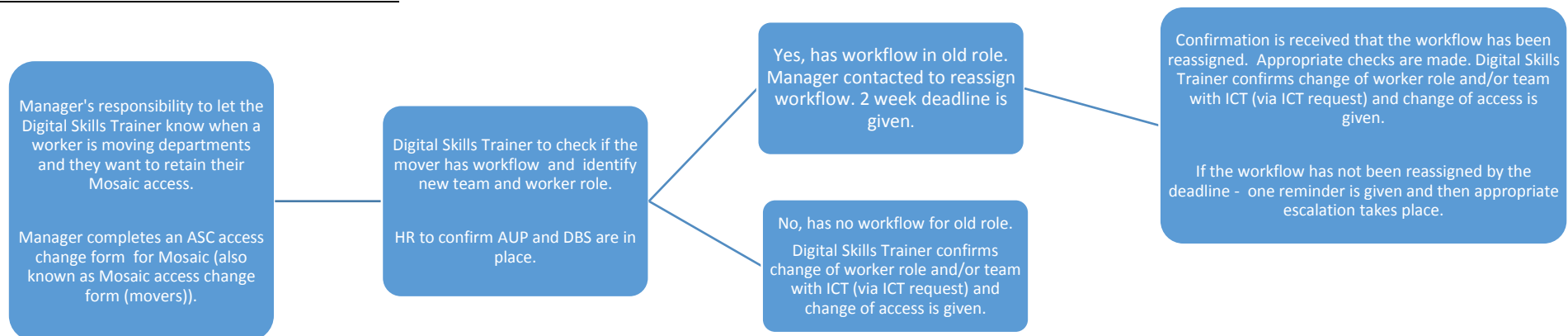
Access to Mosaic will not be granted without confirmation from HR that they hold a copy of a valid DBS certificate. (See notes for external workers \*)

It is a manager's responsibility to make sure that all new starters and movers have read and understood the Acceptable Use Policy (AUP) which they have signed.

If the new starter/mover is on a secondment, any other fixed term post or a student the Manager will need to identify a Mosaic access end date. This end date should be added to the access application form or access change form. Secondees/fixed term posts/students will not be given indefinite access to Mosaic.

\*external workers (e.g. health service, students) are not required to present copies of your DBS certificate to Camden's HR department. However, your manager/organisation needs to confirm with Camden's HR department that this has been seen and the worker has a valid DBS. If you have any questions please contact Camden's HR department.

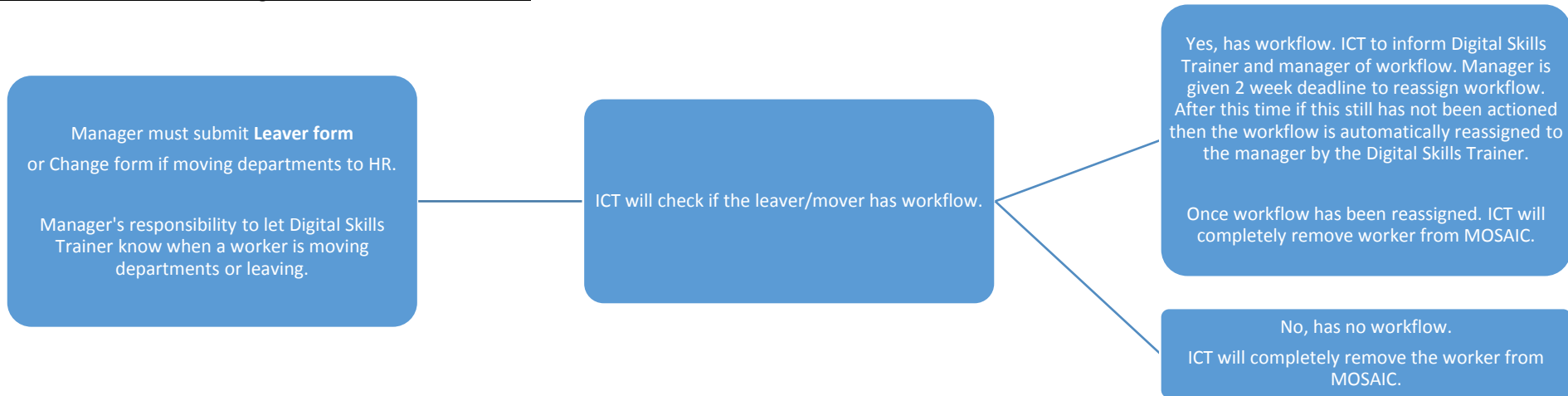
## Mover who wants to retain access to Mosaic



In parallel to the above new starter/mover processes:

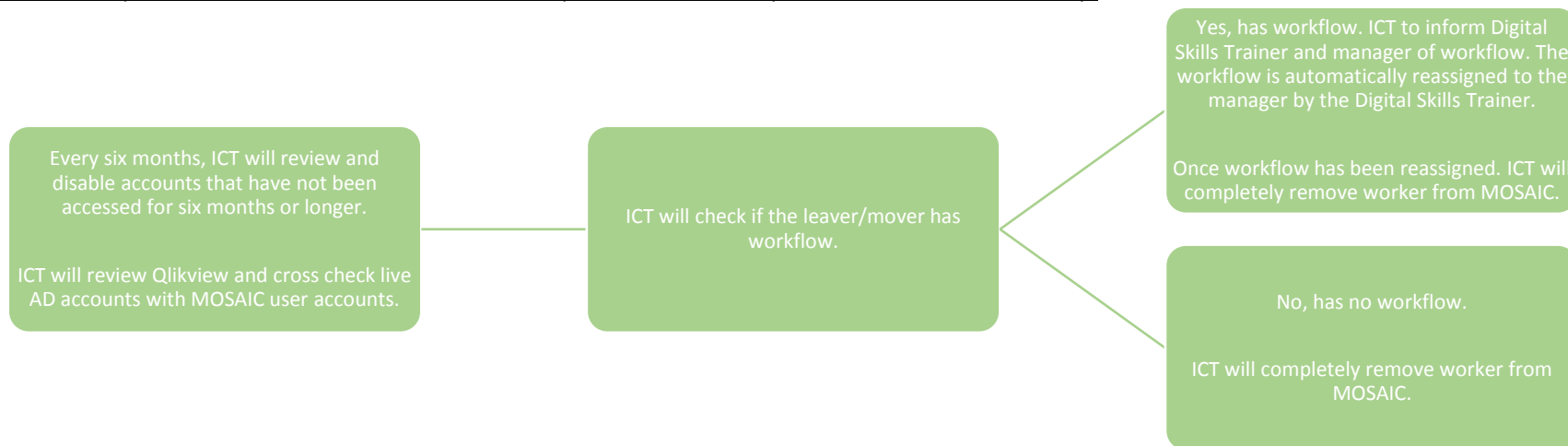
- ICT to run a monthly report for new accounts on Mosaic which is shared with HR
- HR to check for missing AUPs or DBS and contact ASC for status updates.

## Leaver or mover who no longer wants access to Mosaic



*To note, long term leave such as maternity leave or sick leave – Due to the length of time associated with this leave, workflow should be reassigned and accounts disabled. Please contact the Digital Skills Trainer as soon as possible to discuss. When a worker returns from this long term leave the appropriate manager should contact the Digital Skills Trainer as soon as the return date is known so the Mosaic account can be reactivated and any refresher training can be provided if necessary.*

## ICT process to run in parallel with the above leaver or mover processes (for ASC practitioner information only)



In parallel to this ICT process:

- ICT to run a report every six months for workers with workflow who haven't logged in since the last report. This will be shared with ASC.
- HR to send monthly leavers report to ASC.