

## Starters, movers and leavers

It is essential that managers complete the Starters movers and leavers IT e forms on the JIRA app as soon as possible.

Whenever a staff member **joins Camden** a *New Starter IT Request Form* will need to be completed. [New Starter IT Request - Starters, Movers and Leavers - Jira Service Management \(atlassian.net\)](#)

When an existing staff member **moves from one service to another** the *Movers request- moving from one team to another* form should be completed. [Movers Request - moving from one team to another - Starters, Movers and Leavers - Jira Service Management \(atlassian.net\)](#)

When a member of staff **leaves Camden**, goes on extended leave (including maternity, leave) the Leavers form should be completed leaves the local authority. [Leavers Form - Starters, Movers and Leavers - Jira Service Management \(atlassian.net\)](#)

The forms are used (among other things) to inform IT to end/amend staffs access to systems like MOSAIC and Outlook.

It is a requirement for managers to complete these forms to ensure that we comply with GDPR requirements around data and security.