



HOW TO SIGN UP YOUR WORKPLACE FOR THE EIC POWERLOTTERY

EIC is the licensed lottery holder, namely Tessa Ogle, the Charity's Managing Director.

EIC engaged Sterling Lottery, a licensed lottery management company to run the draws on behalf of the EIC.

To comply with the new General Data Protection Act coming into effect in May 2018, the EIC has drafted a contract and implemented a process to protect all our workplace lottery subscribers.

STEP 1 — CONTRACT



EIC will issue you with a Payroll Lottery Contract and a Data Protection Contract to sign and send back to us.

To reduce the amount of personal data in the file transfer, the EIC have only minimal data about the staff member.

STEP 2 — COLLECTING THE DATA



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OPTION 1

Key information required is:

Date Name Payroll Number Deduction Amount

A unique code is required from payroll as an identifier if 2 staff members have the same name. This could be the payroll number if it is unique.

If you select option 1 all communications that we issue to staff will need to be forwarded by you. This includes statutory joining letters and winners' cheques. Some workplaces select this option to so ensure no personal details are sent on.

OPTION 2

Key information required is:

Date Name Payroll Number Deduction Amount Address Email

If you select option 2 we will send staff a lottery joining letter and send on the winners' cheques. No other further communication will be sent.

Payroll will need to verify that the person is over 18 on both options.

STEP 3 — UPLOADING THE FILE



The preferred format of the file is in Excel, so it can be directly imported into our systems with minimal manipulation.

The payroll officer or nominated person will upload the payroll spreadsheet to a secure portal for the lottery administrator to access. All files are to be uploaded by the 21st of each month so draws can be run on the 26th of each month.

Sterling will issue a login access code and password to the lottery portal.

STEP 4 — PAYMENT TO EIC



The powerLottery payment will need to be made before the draw on the 26th of each month. This can be done by BACS or cheque. Please reference your company name, PL for powerLottery and the month of the draw, for example, Rexel PL May 17. Please note that the deduction reports will not be included in the monthly draw until payment is received.

STEP 5 — ISSUING LOTTERY NUMBERS



Sterling will issue a new member's sign-up letter with the person's unique lottery numbers to either the company or direct to staff depending on the option selected.

STEP 6 — ISSUING WINNERS' CHEQUES



Sterling will issue the winners' cheques and, depending on the chosen option, will send them either to the company to pass on to the employees or direct to the employees.

STEP 7 — COMMUNICATING WITH STAFF



Each company will have different requirements when communicating with staff about the joining process. A simple way to do it is to create a video of the process. The EIC has done this for many companies so just ask us to create something for you.

We have a video option or can write and design your process. Just ask us.



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#POWEROF1

The Lottery is promoted by the Promoter and conducted for the benefit of the Electrical Industries Charity Limited, Company Number 02726030, Registered Office Rotherwick House, 3 Thomas More Street, London E1W 1YZ and the Electrical Industries Charity Limited, Company Number SC038811, Registered Office Rotherwick House, 3 Thomas More Street, London E1W 1YZ. The Electrical Industries Charity Lottery ("the Lottery") will be operated as a subscription based Society Lottery under the Gambling Act 2005 as amended ("the Act") and is licensed by the Gambling Commission (Reference 20387).