

## **University of Lincoln**

### **Guidance for those demonstrating their 'Right to Work' via IDVT**

#### **Background**

The University of Lincoln utilise Trust ID, a certified government 'Digital Identity Service Provider' (IDSP), to carry out digital identity checks on the University's behalf for UK/Irish passport holders who are otherwise unable to demonstrate their 'Right to Work' remotely.

Alternative options to demonstrate a 'Right to Work' include, attending the University of Lincoln campus with original 'Right to Work' documentation to verify in-person.

#### **Using IDVT**

If you opt to use Identification Validation Technology (IDVT) to demonstrate your 'Right to Work' in the UK, it will involve uploading an in-date UK/Irish passport to a secure web platform and providing a 'selfie' to validate the documentation, followed by a verification video call with a University of Lincoln colleague.

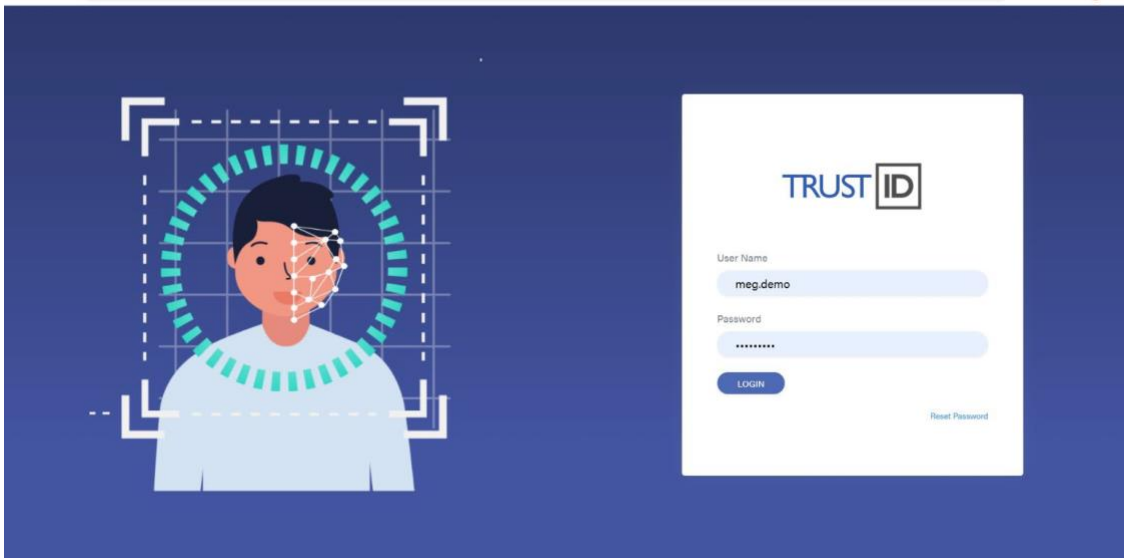
It is important to note the following:

- Once the check has been initiated, correspondence will be sent to you from cloud@TrustID.co.uk
- You can only upload your own documentation
- The service can only verify in-date UK/Irish passports or Irish passport cards
- The 'selfie' must be of equivalent quality to a passport style photo and taken on a smartphone/tablet
- The University of Lincoln will cover the cost of the check

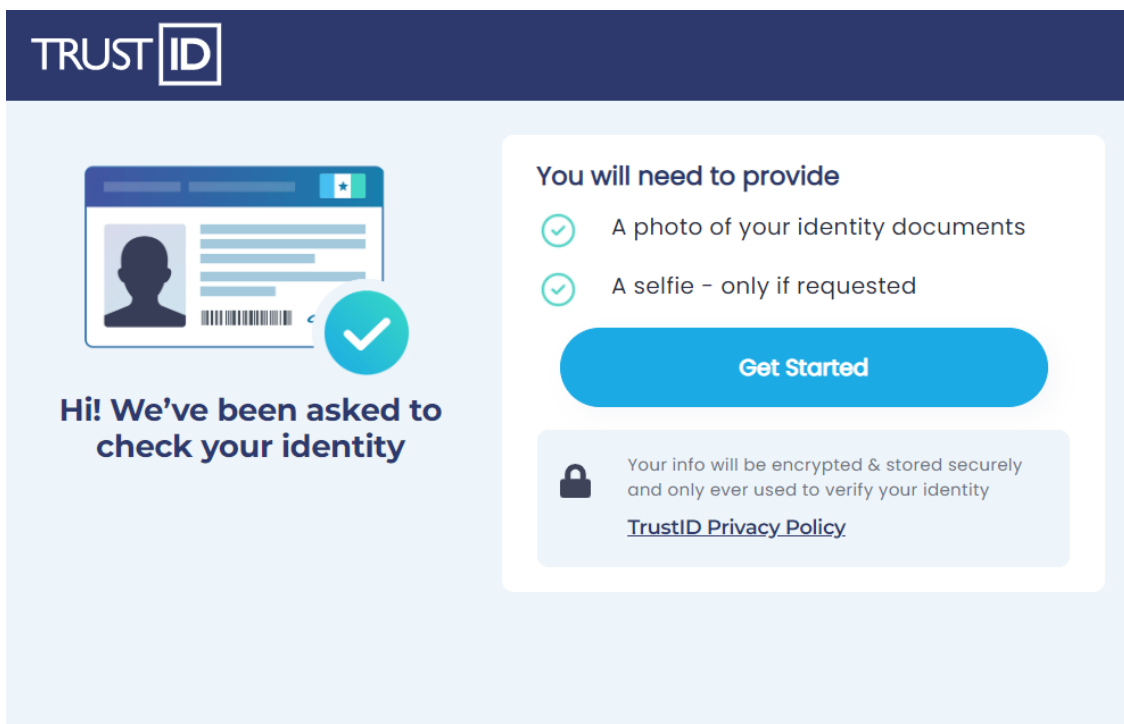
Please see below for a step by step guide on the process.

## Document Upload

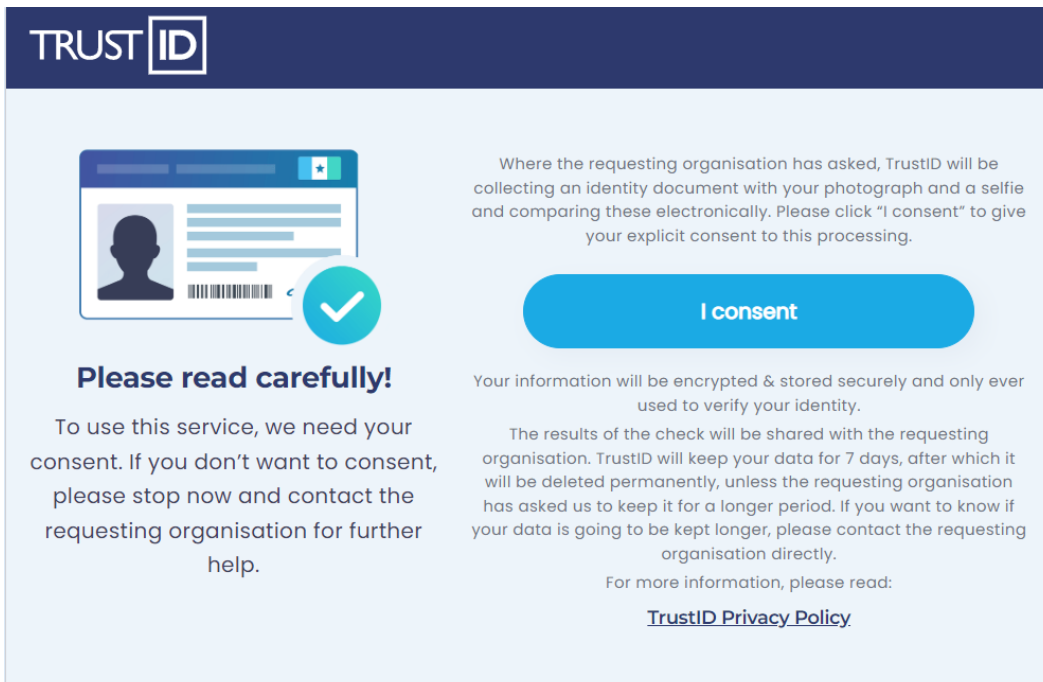
1. The University will initiate the check and you will receive an email from Cloud@TrustID.co.uk
2. Login using the credentials provided at [rtw.trustid.co.uk](http://rtw.trustid.co.uk)



3. Select 'Get Started':

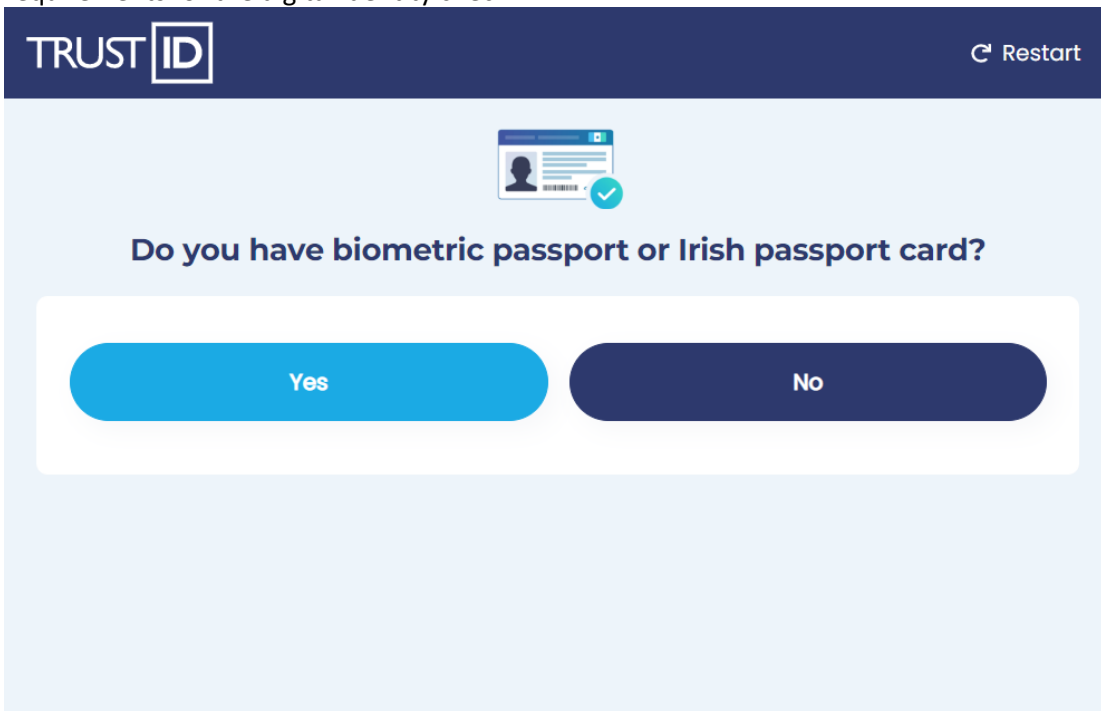


#### 4. Read and consent to the processing agreement



The screenshot shows the TrustID consent screen. At the top left is the 'TRUST ID' logo. On the left side, there is an icon of a passport with a blue checkmark. Below this icon, the text reads: 'Please read carefully! To use this service, we need your consent. If you don't want to consent, please stop now and contact the requesting organisation for further help.' On the right side, there is a paragraph of text explaining the process: 'Where the requesting organisation has asked, TrustID will be collecting an identity document with your photograph and a selfie and comparing these electronically. Please click "I consent" to give your explicit consent to this processing.' Below this text is a large blue button labeled 'I consent'. Further down, there are two more paragraphs: 'Your information will be encrypted & stored securely and only ever used to verify your identity.' and 'The results of the check will be shared with the requesting organisation. TrustID will keep your data for 7 days, after which it will be deleted permanently, unless the requesting organisation has asked us to keep it for a longer period. If you want to know if your data is going to be kept longer, please contact the requesting organisation directly.' At the bottom right, it says 'For more information, please read: [TrustID Privacy Policy](#)'.

#### 5. There will be a series of questions to assess whether or not the documentation you have meets the eligibility requirements for the digital identity check:



The screenshot shows the TrustID eligibility question screen. At the top left is the 'TRUST ID' logo. At the top right is a 'Restart' button with a circular arrow icon. In the center, there is an icon of a passport with a blue checkmark. Below this icon, the question reads: 'Do you have biometric passport or Irish passport card?'. At the bottom, there are two large buttons: a blue button labeled 'Yes' and a dark blue button labeled 'No'.



Is the passport in date?

Yes

No

### Passport

IMPORTANT follow these tips to get your identity verified first time.



#### Full Document in View

Make sure your ID is straight and in view with nothing covering it



Upload image

## Upload Selfie

IMPORTANT follow these tips to get your identity verified first time.



**Don't turn to the side**

If we can't see your full face you may need to take another selfie



Take a Selfie

6. The verification will be submitted, the University will be notified, and a member of the University will be in touch to set up a video call 'likeness' check.
7. The 'Likeness' verification check provides the University with a 'statutory excuse' against a civil penalty and must be undertaken ahead of engagement/work.