

Power Lottery

HOW TO SIGN UP YOUR WORKPLACE FOR THE EIC POWERLOTTERY

The EIC is the licensed lottery holder in the name of Tessa Ogle, 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



Each participating company will enter into a Payroll Lottery Contract & a Data Protection Contract with the EIC. The EIC will issue these contracts to be authorised and returned to us.

The EIC will issue you with an original Copy of the signed agreements.

STEP 2 — COLLECTING THE DATA



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

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 that 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 file needs to be formatted in Excel in order for it to be directly imported into our system with minimal changes

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 30th of each month so draws can be run on the 8th working day of the next month.

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

STEP 4 — PAYMENT TO EIC



The powerLottery payment should be made by the end of the calendar month in order to be included in that same 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.

NB: Cheque's must be cleared by the end of the calendar month to ensure that you are included in the draw.

STEP 5 — ISSUING LOTTERY NUMBERS



Sterling will issue a new member's sign-up letter with the person's unique lottery numbers and send to either the company or directly 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 or directly 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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