**Emergency Contact Details**

**Employee Details**

Please complete the details below and return to Sandra McEvoy in the HR Department either via email at [smcevoy@treetopshospice.org.uk](mailto:smcevoy@treetopshospice.org.uk) or by post to **Treetops Hospice, Derby Road, Risley, Derby. DE72 3SS**

Surname (PRINT):……………………………………….. First Name:……………………………………………..

Department…………………………………………. Section……………………………………………….

Employee No.(this can found on your payslip) ………………………

**Emergency Contact Details**

Surname (PRINT):……………………………………… First Name:…………………………………………….

Relationship:…………………………………………….

Full Postal Address:…………………………………… Mobile No. …………………………………………….

……………………………………………………………. Works No. (optional)…………………………………..

……………………………………………………………. Landline (optional)……………………………………

……………………………………………………………

…………………………………………………………… Email (optional)………………………………………..

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**Signed……………………………………………… Date……………………………………………………..**

**Your privacy is very important to us, so we will always keep your details secure.  For information about how we use your data, please see our Privacy Notice at** [**www.treetopshospice.org.uk/about-us/privacy-notice/**](http://www.treetopshospice.org.uk/about-us/privacy-notice/) **or request a hard copy from the HR/Volunteer Services Department, Treetops Hospice, Derby Road, Risley, DE72 3SS . Telephone 01159 491264**