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| NOTIFICATION OF PERSONAL DATA CHANGE |

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| EMPLOYEE DETAILS - (Complete all boxes) |
| Department |  |
| Section |  |
| Location |  |
| Employee’s Name |  |
| Employee Number |  |

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| --- |
| NEW PERSONAL DETAILS - (Complete all boxes that are relevant to your changes) |
|  | EFFECTIVE DATE |
| Last Name |  |  |
| First Names |  |  |
| Title |  |  |
| Address (Including Post Code) |  |  |
| Home Phone |  |  |
| Mobile |  |  |
| Email |  |  |
| Disability Status |  |  |
| **NEW EMERGENCY CONTACT DETAILS** |
| Last Name |  |  |
| First Name |  |  |
| Title |  |  |
| Relationship  |  |  |
| Address |  |  |
| Home Phone |  |  |
| Mobile |  |  |
| Email |  |  |
| Aged 18+ | Yes [ ]  No [ ]  |  |

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| **CONFIRMATION** |
| Employee Signed |  | Date |  |
| PLEASE RETURN THE COMPLETED DOCUMENT TO THE HUMAN RESOURCES DEPARTMENT |

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| FOR HR USE ONLY |
| HR initials |  | Print Name |  | 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/ or request a hard copy from the HR/Volunteer Services Department, Treetops Hospice, Derby Road, Risley, DE72 3SS - telephone 01159 491264**