



Emergency Contacts and Next of Kin Information

To help us meet the requirements of current data protection legislation in maintaining accuracy, please ensure that changes of address, marital status or other changes in circumstances that affect the following details are notified promptly to Human Resources.

FOR COMPLETION BY ALL NEW EMPLOYEES

NAME:

Emergency Contact 1

Contact Name :	_____
Relationship of above to you :	_____
Address :	_____

Postcode :	_____
Daytime Telephone Number :	_____
Evening Telephone Number :	_____
Mobile Telephone Number :	_____

Emergency Contact 2

Contact Name :	_____
Relationship of above to you :	_____
Address :	_____

Postcode :	_____
Daytime Telephone Number :	_____
Evening Telephone Number :	_____
Mobile Telephone Number :	_____

Next of Kin

Contact Name:	_____
Relationship of above to you:	_____
Address:	_____

Postcode:	_____
Daytime Telephone Number:	_____
Evening Telephone Number:	_____
Mobile Telephone Number:	_____

On completion, this form should be returned to Human Resources.
The information provided on this form will be held on your Business
World record.

Employee Records and current data protection legislation

Guildford Borough Council is committed to meeting its data protection obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. For further information, please visit Guildford Borough Council's Data Protection and Privacy web page [here](#) and see our privacy notice (under 'Useful information' on our [new starter page](#)).