

CHANGE OF CIRCUMSTANCES FORM

Name:

Department:

Under the General Data Protection Regulation, the Company has an obligation to ensure that the information held about its employees is accurate and kept up to date. You are therefore required to inform your line manager of any changes as soon as is reasonably practicable, so that the Company's records can be updated.

The Company cannot be held responsible for any errors unless you have notified it of the relevant changes. For example, if you fail to tell the Company of a change in your bank details, it cannot be responsible for any delay in the payment of your wages.

In some circumstances, failure to advise the Company of a change in circumstances, or providing false or inaccurate information, may lead to disciplinary action under the Company's disciplinary procedure.

All personal information provided by you and held on our systems will be kept confidential, stored securely and processed in accordance with the provisions of the Company's data protection policy and the terms of the privacy notice that has been issued to you.

Where one or more of the following circumstances have changed, please complete the details below, setting out the date when the change took effect and, if appropriate, the reason for the change.

Details of the change	Effective date
Surname:	
Forenames:	
Home address:	
Home telephone number:	
Mobile telephone number:	
Personal e-mail address:	
Next of kin details: <ul style="list-style-type: none"> • Name: • Address: • Home telephone number: • Mobile telephone number: • Relationship to you: 	
Bank account details: <ul style="list-style-type: none"> • Bank: • Address: • Sort code: • Account number: 	

Pension provider: <i>[only if the Company contributes to the employee's personal pension]</i> <ul style="list-style-type: none">• Provider name:• Address:• Policy number:	
Changes to any other details, or the correction of inaccurate personal information held on file by the Company:	

I confirm that the information I have given on this form is, to the best of my knowledge, true and accurate.

Signed:

Date: