



ADDRESS OR STATUS CHANGE

[applies to all Trust employees]

1. Introduction

In order to communicate effectively with its employees and sustain a good working partnership, it is essential that the Trust holds up-to-date information on every employee. All information will be held and used in line with the Data Protection Act 1998 – see BCUAT Data Protection Policy and Confidentiality of Staff Information Policy.

2. Scope

This policy applies to all employees of Birmingham City University Academies Trust (BCUAT), including employees working in academies operating as part of the Trust and all Head office employees.

3. Essential information

Please ensure that you keep at least the following essential details up-to-date. The need to keep such information current is your responsibility. Please advise the HR Consultant of all changes in the following:

- Home address and telephone number
- Marital Status
- Name
- Next of kin / emergency contact
- Relevant academic, professional or trade qualifications gained
- Details of any changes to your banking arrangements which may affect the payment of your salary

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
Date Ratified and Version Number	29.11.2016 v2.0
Date to be reviewed	September 2017