

CHANGE OF DETAILS



sustainable thriving achieving
East Dunbartonshire Council
www.eastdunbarton.gov.uk

For employees with access to ESS, changes to personal details should be submitted through iTrent. For any changes submitted by line managers, the online Change of Details form on the EDC Hub should be submitted.

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the Council's privacy notice for employees which is available at:
<https://www.eastdunbarton.gov.uk/council/privacy-notice>.

Full name	<input type="text"/>
Post title	<input type="text"/>
Personal Reference Number	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Employee status	
Permanent	<input type="checkbox"/>
Temporary	<input type="checkbox"/>
Supply/ Casual	<input type="checkbox"/>

Title	<input type="text"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>

Continued over leaf

Name

Address

Telephone

Work telephone

Relationship to yourself

Is this person your emergency contact

Yes

☐

Continue to section E

No

☐

Name

Address

Telephone

Work telephone

Relationship to yourself

Section E - Manager details

Manager name

Manager post title

Manager email

Section F - Confirmation

I agree that the information I have provided on this form is complete and correct to the best of my knowledge.

☐

Please forward this form to Employee Services: servicesupport@eastdunbarton.gov.uk