University of St Andrews

Human Resources

Personal & Confidential

Personal Details of Retired Staff

Please complete and return this form as confirmation of your request to obtain a new ID card following retirement. These details are used to create a new personal computer record. Data is held and maintained within the terms of the Data Protection Act.

1: Surname: _____

2: Forenames:_____

3: Title: (Dr/Miss/Mrs/Ms/Mr/Prof)_____ **4: Date of Birth:** _____

5: Former School/Unit: _____

6: Home Address:
Postcode: **Telephone:** **Fax:** **E-mail:**

7: In order for you to be notified of activities such as inaugural lecturers, staff retirals, collections etc. It is a requirement of the Data Protection Act 1988 that you give explicit permission for your Home address to be issued to Schools/Units within the University for you to be notified of these events.

In signing this document you give consent for the University to use the information provided for the purpose stated above.

Signed…….
Date:…….

For Office use Only:	Start Date:	End Date:
Employee ID:	Contract Number:	
Post Number	Date Entered:	