

PERSONAL AND EMERGENCY CONTACT INFORMATION

This information is confidential and is covered by the provisions of the *Freedom of Information and Protection of Privacy Act*.

This form can be used if you do not have an IDIR and/or are not able to update your personal details in Employee Self Service. Submit this form via [AskMyHR](#). In the first drop down, select "I am submitting this request as or on behalf of > Myself". In the second drop down, select "Submit a Form or Document>Emergency Contact Form".

PERSONAL INFORMATION	
NAME	
ADDRESS	
POSTAL CODE	PHONE

Person(s) you wish contacted in case of emergency.

EMERGENCY CONTACT(S)	
NAME	RELATIONSHIP
ADDRESS	
POSTAL CODE	PHONE

NAME	RELATIONSHIP
ADDRESS	
POSTAL CODE	PHONE

NAME	RELATIONSHIP
ADDRESS	
POSTAL CODE	PHONE

EMPLOYEE'S SIGNATURE

DATE