

## EDINBURGH NAPIER UNIVERSITY

### EXTRACT FROM THE DATA PROTECTION CODE OF PRACTICE

#### 13. NEXT OF KIN & EMERGENCY CONTACT INFORMATION

University staff and students are asked to provide details of their next of kin and emergency contacts. Those nominated persons will only be contacted for emergency purposes in the immediate health or safety interests of a staff member or student. Staff and students must ensure these details are kept up to date and that they have told the individual or individuals to be contacted, of the disclosure to the University of their details.

The form for staff to update their details is available at:

<http://staff.napier.ac.uk/services/hr/Documents/EmploymentDetailsChangeForm.doc>

Students may change these and other personal details at any time by logging onto the Student Records system, Nimweb at:

[https://registrysystems1.napier.ac.uk/si/sits.urd/run/siw\\_lgn](https://registrysystems1.napier.ac.uk/si/sits.urd/run/siw_lgn)

**The complete Data Protection Code of Practice is available online at:**

<http://staff.napier.ac.uk/services/CorporateAffairs/governance/DataProtection/CodeofPractice/Pages/default.aspx>