

Registering a close relative in Primula self-service – instructions for employees

Purpose

SLU stores information on employees' close relatives in our staff system Primula. This information is used if we need to contact a close relative in case of illness or accident. Submitting information on a close relative is voluntary.

Personal data – close relative

The following data must be registered in Primula self-service: name of the close relative, their phone number and email address.

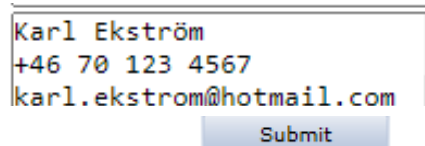
How to:

1. Register personal data

Register a close relative in Primula self-service/My page/Personal data/ICE box.

Example:

ICE



Karl Ekström
+46 70 123 4567
karl.ekstrom@hotmail.com

Submit

When you have registered the data, click on

You must then notify the person with the administrative HR management role at your department/division.

2. Information to those registered on the processing of personal data at SLU

In accordance with article 6.1.d in the General Data Protection Regulation (GDPR), the close relative must be informed that their personal data has been registered.

This is why the close relative's email address must be submitted. The administrator emails registration information to the person you listed as a close relative in Primula self-service.