



Handling close relative information in Primula – instruction for persons with HR management roles

Purpose

We store 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.

We currently do not have a system for registering close relatives of non-employees (for example scholarships and external resources).

Personal data – close relative

The following data must be registered: name, their phone number and email address.

How to:

1. Register personal data

Employees register information on close relatives in Primula self-service/My page/Personal data/the ICE box. They will then notify the person with the HR management role.

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 data subject must be informed that their personal data has been registered. Therefore, their email address must be registered. Use the template *Information till den registrerade gällande hantering av personuppgifter vid SLU* (only in Swedish) on the staff web/Riktade sidor/Administrativa roller/Personalrollen. Enter the information and email the close relative.