

## 311 Personal Data Change, All Staff

Published on Human Resources (<https://www.uoguelph.ca/hr>)

---

## 311 Personal Data Change, All Staff

### Revised: October 2020

To permit the orderly and efficient maintenance of records for employment, pay plans, and benefits administration, every employee of the University is required to [notify Human Resources](#) [1] as soon as possible of any changes of:

name;  
marital status;  
address;  
number of dependents.

---

#### Source

URL: <https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/311-personal-data-change-all-staff>

#### Links

[1] <mailto:hr@uoguelph.ca?subject=Personal%20Data%20Change>