



# Change Employee Address and Emergency Contact Details

*Please Note: This form should only be completed if you do not have access to maintain your address details via the Rio Tinto Prospect Portal > About Me > Personal Information.*

## Your Details:

Full Name

Site

Employee/Payroll Number:

**Please make the following changes:**

## Permanent Address:

Address Line 1

Address Line 2

Town / City / Suburb

State

Post / Zip Code

Country

Home Phone

+ ( ) ( ) \_\_\_\_\_

Work Phone

+ ( ) ( ) \_\_\_\_\_

Personal Mobile / Cell Phone

+ ( ) \_\_\_\_\_

Should this number be used as your business contact number as well? Refer to RTTMS form Change Business Contact Details to update your business contact details, or ask your leader to complete the request for you.

## Mailing / Postal Address: (if different to permanent address above)

Address Line 1 / PO Box

Address Line 2

Town / City / Suburb

State

Post / Zip Code

Country

## Other Address:

Select an Address Type:

☐ Forwarding Address

☐ Temporary Address

Address Line 1

Address Line 2

Town / City / Suburb

State

Post / Zip Code

Country

Home Phone

+ ( ) ( ) \_\_\_\_\_

Work Phone

+ ( ) ( ) \_\_\_\_\_

Personal Mobile / Cell Phone

+ ( ) \_\_\_\_\_

Emergency Contact Details:			
If there is an existing Emergency Contact person recorded in the Rio Tinto Business Solution do you want that record kept?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Contact's First Name	Contact's Last Name	Relationship	
Address Line 1			
Address Line 2			
Town / City / Suburb	State	Post / Zip Code	Country
Home Phone	Work Phone	Personal Mobile / Cell Phone	
+ (    ) (    )	+ (    ) (    )	+ (    )	
Email Address			

Privacy Statement (Important – Read Carefully)
<p><b>Personal contact information</b> means your personal/private contact details. With your consent, Rio Tinto collects this personal data so you can be contacted or assisted in an emergency situation (eg in an extreme weather event or a terrorist incident). Personal contact information can be accessed by Rio Tinto Group Security and is stored on Rio Tinto IT systems.</p> <p><b>Emergency Contact information</b> means details of a person who will be contacted if you are involved in a serious incident. With your consent, Rio Tinto collects this personal data so that person can be contacted and if necessary, asked to make a decision on your behalf. Emergency Contact information can be accessed by Rio Tinto Group Security and is stored on Rio Tinto IT systems.</p> <p><b>For further information</b> please refer to the Rio Tinto Privacy Statement located on the Rio Tinto Intranet &gt; Compliance Portal &gt; Data Privacy &gt; Privacy Statement.</p>

Signed: <i>(must be signed by the employee or People Services cannot action the request)</i>	
Signature	Date

On completion, attach a scanned copy of the signed form to the [Request Changes to Personal Details](#) form within RTTMS.

Alternatively, if you do not have access to RTTMS, this form should be sent to [askHR@riotinto.com](mailto:askHR@riotinto.com).

For assistance completing this form please contact the global Contact Centre for your region:

Americas: + 1 801 363 HELP (4357) or + 1 888 448 3375 (free call)  
 Canada: + 1 877 666 6561  
 Singapore: + 65 6622 7309  
 Australia: + 61 1300 667 703  
 France: + 33 800 08 02 13  
 Rio Tinto Fer et Titane (RTFT) : + 1 450 746 5000  
 UK: +44 207 781 1234