

Email sent to all staff from Chrissie Morgan, Director of HR, City of London Corporation

**Help us to complete the picture...**

30% of our staff equalities and contact info is incomplete.

We're aiming to get a complete picture of our workforce and need your help. ➤ Equalities information helps us to make better decisions about staff policies, facilities and the support you need to do your job. ➤ Can you help us complete the picture and get to 100% across all the characteristics below? Please take 5 minutes to log into iTrent to check that your data is complete.

84% ETHNIC ORIGIN	49% SEXUAL ORIENTATION	74% RELIGIOUS BELIEF	100% GENDER	83% DISABILITY	69% EMERGENCY CONTACT INFO
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**Dear colleague,**

I wrote to you in December 2013 to ask for your help to improve the completeness and accuracy of the equalities and contact information on your record in the HR system iTrent.

Thank you to those of you who have checked and updated your information on iTrent (or returned the paper form to HR). Your action has helped to increase the completeness of our staff records however there is still some way to go.

Having a complete picture of the make-up of our staff is important. It helps to ensure that decisions on HR policies take into account an accurate reflection of our workforce.

With regards to contact details, whilst we appreciate that you may already share these with colleagues or your manager, it is important that we can access these centrally for official urgent and emergency purposes. You are therefore requested to review all contact details (that is: your address; your next-of-kin; and an emergency contact person) on iTrent and to complete or update these as necessary.

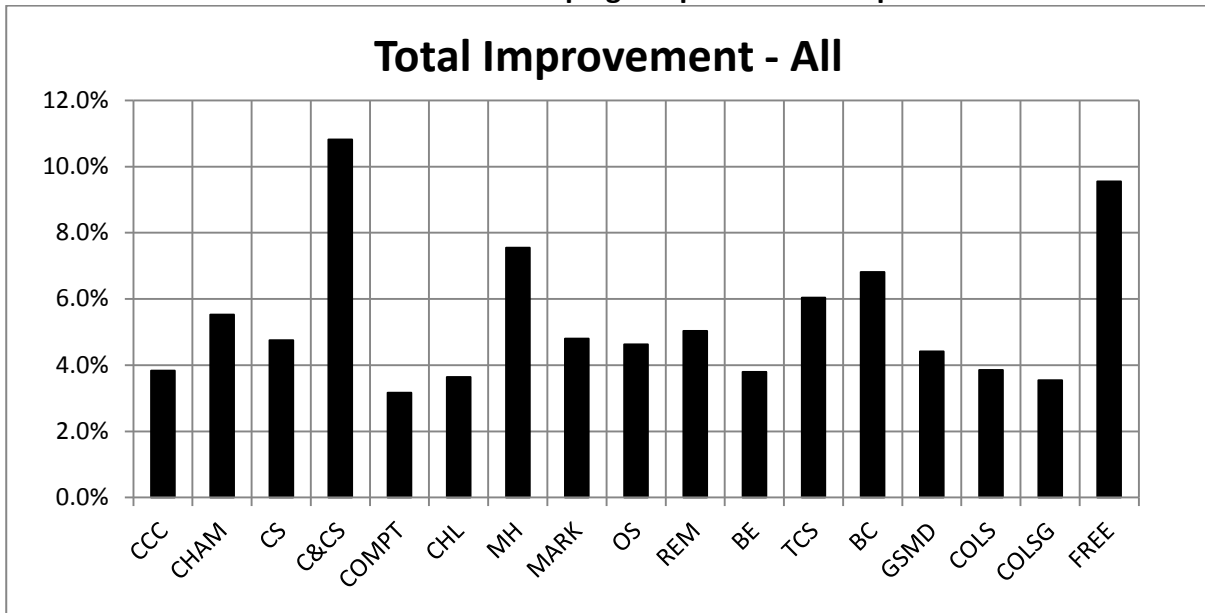
You will find attached the original email containing more information on this campaign, including a statement on how your information may be used and who to speak to if you have concerns or technical difficulty.

Again, I hope that you recognise the benefits of providing this information and I thank you for your assistance.

**[Click here to open iTrent Self Service to update your info now](#)**

**Chrissie Morgan**  
Director of Corporate HR

## Personal information campaign improved data capture outcome



### Key

Department / Division / Section	Abbreviation
CENTRAL CRIMINAL COURT [09]	CCC
CHAMBERLAIN'S DEPARTMENT [11]	CHAM
CITY SURVEYOR'S DEPARTMENT [73]	CS
COMMUNITY & CHILDREN'S SERVICES DEPARTMENT [25]	C&CS
COMPTROLLER & CITY SOLICITOR'S DEPARTMENT [15]	COMPT
CULTURE & HERITAGE & LIBRARIES [33]	CHL
MANSION HOUSE [35]	MH
MARKETS & CONSUMER PROTECTION [41]	MARK
OPEN SPACES DEPARTMENT [50]	OS
REMEMBRANCER'S OFFICE [59]	REM
THE BUILT ENVIRONMENT [54]	BE
TOWN CLERKS DEPARTMENT [77]	TCS
BARBICAN CENTRE [05]	BC
GUILDHALL SCHOOL OF MUSIC & DRAMA [19]	GSMD
CITY OF LONDON SCHOOL [61]	COLS
CITY OF LONDON SCHOOL FOR GIRLS [63]	COLSG
FREEMEN'S SCHOOL [65]	FREE