

**RELATED PARTIES DECLARATION**

Any member of the University who has a relationship with any business that deals with the University of Worcester is required to complete a Related Parties Declaration. Further details are contained within the University’s Relationships at Work Policy- [University of Worcester - Human Resources - Relationships at Work](https://www2.worc.ac.uk/personnel/961.htm).

Any changes occurring during the year should be notified as and when they occur.

The relevant known interests of spouses, partners or close family members should also be declared.

Declarations should describe the interest clearly and state whether it carries direct or indirect financial interests (i.e. payment or benefits in kind).

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| --- | --- | --- | --- | --- |
| **Name:** | | | | |
| **Employment Details:** (Role / Position) | | | | |
| **SECTION 1** | | | | |
| **Related Parties Declaration**  (e.g. paid employment (other than at the University), Directorships, Trusteeships, Share holdings, Elected Office, Public Appointments, Membership of Professional Bodies)  When completing the 'Details of Interest' section please identify the type of interest and any further information not included in the section entitled organisation (see Note 2 for more detail about what to declare). Please add additional lines space to the form if necessary. | | | | |
| **Organisation** | | **Details of Interest** | | |
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|  | |  | | |
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| **SECTION 2** | | | | |
| **Spouse, Partner or Close Family Members** (see Note 3 for when to make a disclosure) | | | | |
| **Relationship** | **Organisation** | | **Details of Interest** (see Note 2) | |
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|  |  | |  | |
|  |  | |  | |
| Signed: | | | | |
| Name: | | | | Date: |

**Please return the completed form via email to** [**unisec@worc.ac.uk**](mailto:unisec@worc.ac.uk)

**Notes**

1 GDPR Privacy Statement

This information is requested from you in order that the University can comply with the statutory and regulatory requirements including the University's OfS registration, Charities Act 2011, and to comply with notification to insurance providers under UK law. The personal data provided will be held securely and confidentially by the Head of Information Assurance. In order to comply with the legal and regulatory requirements placed on the University it may be necessary for auditors to have sight of the completed forms. In accordance with the requirements of the Charities Act 2011 details of Governors' Trusteeships will be published on the University's website.

The University of Worcester is the Data Controller of this personal data and it will be processed in accordance with Article 6(1(c)) of GDPR. Details of how the University processes your data including how long it will be retained for and your rights under GDPR are detailed in the University's Privacy Notices https://www.worcester.ac.uk/informationassurance/privacy-notices.html

2 Additional Information for Annual Declaration of Interests

When completing Section 1 please identify in the column entitled 'details of interest' the type of interest and any further information not included in the section entitled 'organisation'.

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| --- | --- |
| **Category of Interest** | **Information to be disclosed** |
| Paid employment | Nature of employer and position held |
| Self-employment | Nature of business |
| Directorship of commercial companies, including University subsidiaries | Names of companies |
| Significant share holdings | Names of companies in which you own c. 1% or more of the issued share capital |
| Investments in University subsidiary companies | Name of company and extent of investment and/or shareholding |
| Elected Office | Name of authority and office held |
| Trusteeships or participation in the management of charities and other voluntary bodies | Name of charity or voluntary body  Position held |
| Public appointments (paid or unpaid) | Name of body and office held |
| Membership of professional bodies | Name of body |

3 Spouse, Partner or Close Family Member

Please indicate any related party (spouse, partner or close family member) financial or personal interest in any organisation which may have influence on the business of the University.

The reason we request this information is that it might highlight relationships of which it would be useful for colleagues in the University to be aware. For example, if a member of staff initiates a contact with an individual or company, it is good customer relationship management to be aware of any pre-existing links or associations that may exist between the University and that individual or body.

This is also a form of safeguard for employees that they have informed the University of the relationship that exists, in the event of any positive or adverse media attention, or any perceived or actual conflicts of interests arising from the relationship.