When a director, steering group member, employee or volunteer of Insert forum name has a relationship, financial or otherwise, with individuals or organisations that could influence the representative’s work, a conflict of interest may exist.

Examples of potential conflicts of interest may include but are not limited to academic, personal, or political relationships; employment; consultancies or honoraria; and connections such as stock ownership and funding.

Although an individual may not feel that there are conflicts, disclosure of relationships and interests that could be viewed by others as conflicts of interest enables a more transparent process.

All steering group members, employees or volunteers for Insert forum name must complete this form and disclose any actual or potential conflict of interest. The forum may share such disclosures if judged to be important to members or organisations we work with.

Please complete and return this form to the steering group at Insert forum email address

I have no potential conflict of interest pertaining to my role with Insert forum name

I have a potential conflict of interest pertaining to my role with Insert forum name. *Details to be provided below.*

|  |  |
| --- | --- |
| Category | *Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.* |
| Current employment and any previous employment in which you continue to have a financial interest. |  |
| Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals etc. |  |
| Membership of any professional bodies, special interest groups or mutual support organisations. |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months. |  |
| Any contractual relationship with funders such as Contact, Insert other funders |  |
| Any other conflicts that are not covered by the above |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to renew the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

**Representative Signature……………………………………………………**

**Print Name…………………………………………………………………….**

**Date…………………………………………………………………………….**

**Received and logged by ……………………………………………………..**

**Date……………………………………………………………………………..**

\*all data will be stored and used in line with the forums GPDR policy