Declaration of Personal Interests

This form is derived from the BBC’s equivalent form, with the exception that specific questions about shareholdings and business relationships have been omitted because Full Fact does relatively little commercial or commercially relevant work. If you or a relevant third party does have a relevant business interest, you should declare it in the relevant place. In doubt, please talk to your manager.

Name:

Job title:

**SECTION 1 – Summary** (delete as appropriate)

I have no personal interests to declare

I do have personal interests to declare.

**SECTION 2 – Declarations that may be published externally**

Executive or non-executive directorships and/or any other company offices held

|  |  |  |
| --- | --- | --- |
| Name and purpose of organisation | Type of work | Paid or unpaid |
|  |  |  |

Outside activities/membership of voluntary/statutory organisations

|  |  |
| --- | --- |
| Name and purpose of organisation | Type of work / membership |
|  |  |

Other

|  |
| --- |
|  |

Do you have any objection to publication?

|  |
| --- |
|  |

**SECTION 3 – Declarations relating to ‘sensitive personal data’ about me for internal use only**

Outside activities/membership of voluntary/statutory organisations that would reveal sensitive personal data about me.

(Sensitive personal data includes information about: your race or ethnic origin, your political opinions, your religious or other beliefs, trade union membership, your physical or mental health, your sex life, any offence you may have committed been alleged to have committed and any court proceedings or sentence relating to that).

|  |  |
| --- | --- |
| Name and purpose of organisation | Type of work / membership |
|  |  |

Political membership and activity

|  |  |
| --- | --- |
| Name of organisation | Type of activity |
|  |  |

Other

|  |
| --- |
|  |

**SECTION 4 – Declarations relating to third parties (family or close personal relationships) for internal use only**

It is not necessary and would not be proportionate for you to have to query relevant third parties about their interests. Presumably any interests of which you are not aware will not affect your judgement. Please use this space to record any interests of third parties which you think may be relevant to how we plan and do our work.

If there is a chance we might have to take mitigating action to avoid a perceived conflict of interest (for example, assign an article on a particular subject to a different person) then you should declare the interest here. If in doubt, please discuss it with your manager.

|  |
| --- |
|  |

**SECTION 5- Confidential information**
During and after the termination of your employment you must not disclose any confidential information about the work of Full Fact, its partners, clients, service users, staff or volunteers, without prior authorisation. If you are unsure about whether something is confidential, you must check with your manager.

**Declaration**

I understand the need to declare any personal interests which might affect any aspect of my work. The above declaration covers all of my personal interests where an actual or potential conflict of interest may arise. If my business or personal circumstances change I will review my situation and complete a new declaration of personal interests form.

I understand that the declarations made in Section 2 of this form may be disclosed by Full Fact as detailed above.

Where I have declared a personal interest, I understand that this will be discussed between myself and my manager and, as a result there may be actions that I will need to undertake.

I understand that I must not disclose any confidential information about the work of Full Fact, its partners, clients, service users, staff or volunteers, without prior authorisation.

I confirm that the information in this statement is true to the best of my knowledge and belief.

Signature:
(if filling out this form electronically please type in your name)

Date: