# HQIP Declaration of Interest Form

**Instructions**

All interests that might unduly influence an individual’s judgment and objectivity in conducting or awarding HQIP business should be declared. When in doubt, please declare all interests.

Special attention should be given to interests involving payment, financial inducement, or any reputational concerns that might affect the business or the awarding of any contract related to HQIP.

Please read the HQIP Declaration of Interest Policy, which outlines the types of interests that should be declared, along with this form (see page 2 for a summary table of HQIP definitions).

**Declaration**

I declare that I have read and understood the HQIP Declaration of Interest Policy and that I wish the following interests to be recorded in accordance with the relevant provisions of the process document. I am aware that failure to declare relevant interests may result in being asked to step down from the role/activity being undertaken.

|  |  |
| --- | --- |
| **Name** | **HQIP function or programme** |
| **Date**  |  |
| **List of relevant interests is 12 months before involvement in HQIP business:**  |
| **Signature**  |

**Data Protection Act** For the purposes of the Data Protection Act 2018 and GDPR, your personal data will be processed (including the collection, retention, use and disclosure) (both electronically and manually) by HQIP (or a third party appointed by the Company for such purposes) for purposes relating to your employment and the management, security and administration of the activities of the organisation.

Our [privacy policy](https://www.hqip.org.uk/about-us/privacy-policy/) is regularly updated on the HQIP website and provides further detail on the bases and purposes for processing your information. It also states how you can exercise your individual rights.

|  |
| --- |
| **HQIP definitions of declaration of interest** |
| This form should be read in conjunction with the HQIP Declaration of Interest Policy. |
| **FINANCIAL** | Anything of monetary value, including payments for services, business interests, equity interests, including stocks, stock options or other ownership interests and intellectual property rights, including patents and copyrights and royalties arising from such interests |
| **Personal financial interest** |  Where there is or appears to be opportunity for personal financial gain or financial gain to a direct family member |
| **Non personal financial interest** | Where there is payment or other benefit to a department or organisation in which the individual is employed but does not receive personally. For example, submitting a bid.  |
| **NON-FINANCIAL** |  |
| **Personal non-financial interest** | Where there is opinion on the matter, work programme or service under consideration. |