

### **RELATIONSHIPS AT WORK – STAFF DISCLOSURE FORM**

All staff members are required to disclose to their Head of School/Professional Services Department any personal relationships they have with either: an existing or potential student at the University of Worcester; or another existing or potential staff member working at the University and where the existence of such a relationship may lead to an actual, perceived or potential conflict of interest.

Further details on the types of relationships which must be disclosed, the timeframes in which such disclosures must be made, and how such disclosures will be handled and stored are contained within the University's Relationships at Work Policy.

<b>PART A: To be completed by the individual staff member making the disclosure</b>
Name of staff member completing the disclosure:
Job Title:
School or Professional Services Department:
Name of individual with whom you have a personal relationship:
Status of that individual within/to the University <i>(please highlight from the following)</i> : Existing student / Existing staff member / Potential student / Potential staff member
School or Professional Services Department of that individual:  <i>(For staff members only)</i> Job title or potential job title of that individual:
Nature of the relationship you have with that individual <i>(please provide further information as appropriate)</i> :
Date on which that relationship commenced:
If you wish to provide any further and potentially relevant information about the relationship, please do so here:
Date form sent to Head of School/Professional Service:
<b>Please now send this form to your Head of School/Head of Professional Service</b>

Your personal data will be processed in line with our obligations under data protection legislation. For further information about how we process your personal data please see the [Staff Privacy Notice](#). The Staff Privacy Notice outlines your data rights and the associated Record of Processing details what categories of personal data are processed and the lawful basis for processing that data. For further queries about exercising your data rights please email [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk)