# **Personal Relationships at Work Declaration Form**

**Please read the** [**Personal Relationships at Work Policy and Procedures**](https://leeds365.sharepoint.com/%3Au%3A/r/sites/UoL-EDI/SitePages/Policies.aspx?csf=1&web=1&e=5xtEQk)**, then download and complete this form, and email it to** **declaratingrelationships@leeds.ac.uk****. HR will store the form securely and share it with your Head of School or Service who can only access it with a password and cannot download the form.**

**If you are unable to access the online form, please contact declaringrelationships@leeds.ac.uk for support.**

**The form is intended to provide a structure for a conversation between the declaring member of staff and the Head of School/Service.**

The declaration contains sensitive personal data and will be treated respectfully, sensitively and confidentially, and stored securely by HR. The Head of School/Service will only have access as required and will not be able to download the form.

It may be necessary for the Head of School/Service to consult colleagues or share information as part of the steps agreed to prevent a conflict of interest, breach of confidentiality or unfair advantage gained from the overlap of a personal and professional relationship. This will be discussed with both parties and, where possible, happen with their consent. If you have any concerns please speak to your Head of School/Service or to a HR Manager.

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| **Your Details:** |  |
| Name: |  |
| Line Manager’s Name: |  |
| Position, Faculty/Division and Dept |  |
| **Other party’s details:** |  |
| Name: |  |
| Are they a student or a member of staff?: | Student/Staff/Both |
| Position, Faculty/Service and Dept (if staff member): |  |
| School (If Student): |  |
|  Have you informed the person you’re having a relationship with that you are making a declaration? | Yes/No |
|  |  |
| **Please select the nature of Relationship:**  | Close personal relationship (for example close friend or relative)Intimate personal relationship |
| Nature of close personal relationship (if applicable) for example cousin, mother, close friend etc. You do not have to state the nature of the intimate personal relationship. |  |
| At or around what date did the intimate personal or close personal relationship start? |  |
| **I understand the following:**The University has a legal obligation and a legitimate interest to protect staff and studentsfrom any actual or potential conflict of interest and/or abuse of power. The data submitted in this Form will be used to inform a collegiate discussion and identification of any mitigating actions required to protect members of our community.1. It may be necessary for permanent or temporary adjustments to be made to any supervisory arrangements or other conditions, to remove any real or potential conflict of interest arising from the intimate personal relationship or close personal relationship.2. This information will be stored securely and managed in compliance with data protection legislation. The data you provide will only be made available to those staff who need to see it. The data will be securely deleted 12 months after the student/staff member leaves the organisation or, in consultation with the relevant parties, if we are advised that the relationship is no longer of relevance.3. I have read and understood the Policy and procedures on Personal Relationships at Work (link)4. Please contact the central repository team (declaringrelationships@leeds.ac.uk) or the Data Protection Officer (dpo@leeds.ac.uk) if you have any queries about how the information submitted in this Form will be processed.**For intimate personal relationships:**I have read and understood University of Leeds’s staff policy and procedures on preventing and addressing Bullying, Harassment and Sexual Misconduct.Signed (electronic signature): Print Name:Date: |