

## Staff Declaration of Interest Form – Part 1

To be completed by all GDC employees, whether or not they have an interest to declare, including:

- Executive Directors (who will return the form to [governance@gdc-uk.org](mailto:governance@gdc-uk.org))
- Interim post-holders
- Secondees
- Temporary staff and
- those on fixed term contracts

Name (Print): R McAndrew	Directorate: FTP
Job Title: Clinical Case Examiner	Budget Holder: John Cullinane

All staff must complete **one** of the following statements and return the form to the People Services Team [staffdeclarations@gdc-uk.org](mailto:staffdeclarations@gdc-uk.org).

### EITHER

- a) I have reviewed the form below and have no interests to declare. I will inform the People Services Team/Governance Team (delete as appropriate) as soon as possible of any changes to the information provided.

Signed: .....

Date: .....

### OR

- b) I have declared my interests on the form below. All actual and potential conflicts have been disclosed. I will inform the People Services Team/Governance Team (delete as appropriate), as soon as possible of any changes to the information provided. A copy of this form will be sent to your Director for approval and to the Finance Department if you are a budget holder.

Signed...R McAndrew.....

Date.....23/11/20.....

Completed forms should be returned to [staffdeclarations@gdc-uk.org](mailto:staffdeclarations@gdc-uk.org). New starters should return their forms with their acceptance of the appointment.

## Declaration of Interest Form – Part 2

### To be completed if you have an interest to declare

Areas of interest	Details relating to you <small>(Also include any relevant details relating to a connected person as defined in the Managing Interests Policy for Staff)</small>
<b>Give details of all paid employment outside the GDC</b> <b>Why?</b> All secondary employment must be declared and approved	
<b>Give details of all unpaid (including pro bono) work e.g.</b> <ul style="list-style-type: none"><li>• Roles in organisations associated with healthcare</li><li>• Public service offices</li><li>• Roles of posts held in local or national organisations</li><li>• Trusteeships</li></ul> <b>Why?</b> Decisions need to be taken in an open and transparent fashion, therefore, staff are required to declare positions so that any perceived interests can be easily managed	

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<p><b>A business that you or a connected person are involved in which has a direct contract with the GDC or is a potential contractor with the GDC.</b></p> <p><b>Why?</b> Staff members may derive benefit from such a direct conflict and by declaring the relationship steps can be taken to manage the situation.</p>	
<p><b>All membership bodies and associations including political parties, pressure groups and professional bodies of which you are a member or are associated</b></p> <p><b>Why?</b> Staff are free to engage in political activities or to maintain associations with professional organisations. Staff are required to declare such positions and give assurance that they do not conflict with the GDC's statutory functions, their duties, and the values and behaviours expected of them.</p>	<p>Member of British Dental Association, Dental Protection, British Society for Disability and Oral Health, Royal Odonto-chirurgical society of Scotland, Glasgow Odontological Society, Member of the Royal College of Physicians and Surgeons of Glasgow</p>
<p><b>Do you have close personal ties with the GDC's Council members, associates advisers, directors or employees?</b></p> <p><b>Why?</b> Staff members who have close ties with Council members, associates, advisors, directors or other employees may be perceived as having an undue influence on decisions. This must be declared so that it can be managed in an open and transparent manner.</p>	

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<b>Areas of interest</b>	<b>Details relating to you</b> <small>(Also include any relevant details relating to a connected person as defined in the Managing Interests Policy for Staff)</small>
<b>Any other conflicts not covered by the above?</b>	

**Have you informed your line manager of the areas of interest you have outlined in part 2:**

- No

Please note if you have answered no, we reserve the right to inform the line manager unless there is a specific reason not to.

### **Data Protection**

- The information provided will be processed in accordance with data protection principles as set out in the General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018. The basis on which the GDC processes personal data in connection with employment is that the processing is necessary for the exercise of the GDC's statutory functions.
- Information about how the GDC will use and share the information you give us, the various rights you have in connection with any personal data about you that is held by the GDC, and how long we will keep your information for can be found in the privacy notice on our website at [www.gdc-uk.org/privacy](http://www.gdc-uk.org/privacy).

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