**Staff Personal Relationships Declaration Form**

**Created: January 2021**

If you are in a personal relationship, as defined in the [policy](https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/personalrelationships/index.aspx), please complete this form and share with your line manager for final sign off.

|  |  |
| --- | --- |
| **Staff Member 1 Details** | |
| **Name** |  |
| **Job Title** |  |
| **School/Department** |  |
| **Name of staff member who you have a relationship with** | |
| **Name** |  |
| **Job Title** |  |
| **School/Department** |  |
| **Relationship** | |
| **Nature of relationship**  **(personal or family parent/sibling etc or sexual)** |  |
| **Potential conflicts**  **(or reasons why there is no conflict)** |  |
| **Measures to remove conflict** |  |
|  | |
| **Signed by staff member** |  |
| **Signed by line manager** |  |
| **Date** |  |

**On completion of this form, please note that you are sharing your personal data and that of the staff member you are declaring a relationship with. Please note that they will also need to complete this form and both forms will be cross-referenced.**

**This form, and the information provided on it, will be treated confidentially, shared only with staff members who need to know, and stored securely.**