

## Template Declaration of Gifts, Hospitality and Sponsorship

<b>Recipient Name</b>	
<b>Position within the CCG</b>	
<b>Date of Offer</b>	
<b>Date of Receipt (If applicable)</b>	
<b>Details of Gift / Hospitality/Sponsorship</b>	
<b>Estimated Value (£)</b>	
<b>Name of person/company making the offer and nature of business</b>	
<b>Details of any previous offers or acceptance by this person / company</b>	
<b>Name of Officer reviewing and approving the declaration made and date</b>	
<b>Was the Gift / Hospitality/Sponsorship Accepted or Declined?</b>	
<b>Reason for accepting or declining</b>	
<b>Other Comments</b>	

The information submitted will be held by the CCG for personnel or other reasons specified on this form and to comply with the organisation's policies. This information may be held in both manual and electronic form in accordance with the Data Protection Act 1998. Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000 and in the case of 'decision making' staff (as defined within the CCG's Standards of Business Conduct Policy), maybe published in registers that the CCG holds.

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations must be notified to the CCG as soon as practicable as and no later than 2 days after the interest arises. I am aware that if I do not make full, accurate and timely declarations then civil, criminal, professional regulatory or internal disciplinary action may result.

**I do / do not (cross out as applicable)** give my consent for this information to be published on registers that the CCG holds. If consent is not given, please give

reasons below and refer to the process described in CCG Gifts and Hospitality  
Policy:

**Employee Signature:**

**Employee Print name:**

**Date:**

**Line Manager Signature:**

**Line Manager Print name:**

**Date:**

Please return to **The Corporate Team**, [bnssg.corporate@nhs.net](mailto:bnssg.corporate@nhs.net)