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| **REGISTER 1 -** **EMPLOYEE’S INTEREST**IN CONTRACT ENTERED INTO BY WEST LOTHIAN COUNCIL |

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| Employee’s name: |
| Service Unit: |

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| **Details of the Company/Firm/individual with whom the council has (or proposes to have)**a contract to supply/receive goods, services or works |
| Name of Company/Firm/individual: |
| Type of goods/services/works provided: |
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| Council service unit letting the contract: |
| Contract commencement date: |  | Contract expiry date: |  |
| Nature of employee’s interest: |
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| Employee’s Signature: | Date: |

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| Line Manager’s Name (please PRINT): |
| Designation:  |
| Line Manager’s Signature: | Date: |

***Example of when form should be used:***

*A company with whom the Council propose to have a contract is owned by a relative of an*

*employee.*

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>

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