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| REGISTER 2 - EMPLOYEE’S PRIVATE INTERESTIN WORK OF WEST LOTHIAN COUNCIL |

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| --- | --- |
| Employee’s Name: |  |
| Service Unit: |  |
| Particular council service in which employee’s interest arises: |  |
| How interest arises: |  |

|  |
| --- |
| If interest arises through membership of a club or organisation, state details below |
| Organisation/Club’s name: |
| Address: |
| Organisation/Club’s main activity: |
|  |
|  |

(**✓**relevant boxes below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee’s interest is: | Financial |  | Non-financial |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If the interest is financial, state whether:   * direct (i.e. employee’s own financial interest); or * indirect (i.e. interest of member of their family/household) | | | | | |
|  | | | | | |
| Employee’s interest is: | Direct |  | Indirect |  |  |
|  | | | | | |

|  |  |
| --- | --- |
| Employee’s Signature: | Date: |

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

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

*An employee who works in Housing Allocations has a relative who is applying for a Council house. An employee who works in Licensing is chairman of a club who are seeking a Liquor License.*

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>