



# Hive Bradford

## Trustee Declaration Form

Your details			
Title			
Forenames (including middle names)			
Surname			
Any previous names			
Your address (including postcode)			
Date of birth		Gender	
Phone number(s)			
Email address			
<p>If already have a My Charity Commission Account (for example with another charity), please give the email address associated with that account.</p> <p>My Charity Commission Account is an online account for Trustees (and selected other individuals related to a charity) which allows you to manage your registered details with the Charity Commission, as well as accessing online services for the charity if necessary such as updating charity details, submitting annual returns or making changes to the charity's registration. Your account is unique to you, and you should only ever have one account (which may be linked to multiple charities).</p>			



### Conflicts of interest

A conflict of interest, or conflict of loyalty, is any situation where a trustee's personal interests or interest they owe to another person or body may influence a trustee's decision making. Such conflicts will not stop anyone from being a trustee, but they must be declared and managed.

Do you have any other potential conflicts of interest? These could include:

- **Current employment** – do you have any current employment or business interests that could potentially conflict with your duties as a Hive Trustee?
- **Previous employment** – do you have any previous employment in which you continue to have a financial interest?
- **Professional membership** – are you a member of any professional bodies, special interest groups, or mutual support organisations that could influence your role as a Hive Trustee?
- **Family and relationships** – do you have any close personal relationships (family or friends) with individuals or members of organisations that might benefit from your position as a Hive Trustee?
- **Financial interests** – do you have any financial interests in companies, organisations or individuals that Hive might do business with or that could benefit from Hive's activities?
- **Gifts and hospitality** – have you received any gifts or hospitality from any organisation or individual that could be seen as influencing your role as a Hive Trustee?
- **Other trusteeships** – do you hold any other trusteeships or directorships that could potentially conflict with your duties at Hive?

Have you been, or are you currently being, paid for work by Hive? Please give details of in what capacity, and include dates.

Do you know any current Trustees, staff or volunteers at Hive? Please give details of in what capacity, and how long you known people for.



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### Declarations

#### Eligibility and Disqualification

I am over the age of 16

I am not disqualified from acting as a Trustee (see Appendix 1 of the Trustee role description and person specification).

I will inform Hive promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

#### Code of Conduct

I have read, understood, and agree to abide by Hive's Trustee Code of Conduct.

I undertake to fulfil my responsibilities and duties as a Hive Trustee in good faith, and to act within its charitable objectives and in accordance with the law.

I agree to maintain confidentiality regarding sensitive information that I may encounter as a Hive Trustee, in accordance with Hive's Confidentiality and Data Protection policies (available at [hivebradford.org.uk/policies](https://hivebradford.org.uk/policies)).

#### Safeguarding

I have read, understood, and agree to abide by Hive's Safeguarding Children and Safeguarding Adults policies (available at [hivebradford.org.uk/policies](https://hivebradford.org.uk/policies)).

#### Conflicts of interest

I have read and understood Hive's Conflict of Interest policy (available at [hivebradford.org.uk/policies](https://hivebradford.org.uk/policies)).

I have declared any conflicts of interest (actual or potential), and agree to ongoing disclosure of any conflicts of interest (actual or potential) that may arise during my time as a Hive Trustee.

#### Your information

I agree to my information being processed as described below.

### Your information

The information you provide us with will be used to facilitate being a Trustee with Hive, in particular the checks necessary as part of our safer recruitment processes, registration with the Charity Commission and Companies House, and the administrative requirements of the role (for example communicating with you about your role).

Your information will be stored confidentially and securely, and retained whilst you are a Trustee at Hive and for up to five years afterwards.

As with any personal information held by any organisation, you have a number of rights to access and retain control over your personal data, including the right to see the information we hold about you, and the right to correct or remove your information. Full details can be found in our Data Protection Policy which is available on our website or from our office.

Signed

Date

Print