**NHS Dorset
Declaration of Gifts, Hospitality and Sponsorship Form**

| **Recipient Name** | **Position** | **Date of Offer** | **Date of Receipt (if applicable)** | **Details of Gift/Hospitality/ Sponsorship** | **Estimated Value** | **Supplier/ Offeror name and nature of business** | **Details of previous offers or acceptance by this Offeror/ Supplier** | **Details of the officer reviewing and approving the declaration made and date** | **Declined or Accepted** | **Reason for Accepting or Declining** | **Other Comments** |
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*NHS Dorset must by law demonstrate that gifts, hospitality, and sponsorship are managed in a way that does not undermine the probity and accountability of NHS Dorset. It is crucial to provide confidence that decisions taken by NHS Dorset are robust, fair, transparent and offer value for money.*

*All staff, NHS Dorset remunerated GPs and Member Practices are required to declare gifts, hospitality, and sponsorship. All gifts, hospitality and sponsorship will be recorded on a Register that will be available on the NHS Dorset website.*

*Anyone who is included in this regime can contact Corporate Governance* *corporate.governance@nhsdorset.nhs.uk* *for further information.*

*The information submitted will be held by NHS Dorset for personnel or other reasons specified on this form and to comply with the NHS Dorset’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 published in registers that NHS Dorset holds.*

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations must be notified to NHS Dorset as soon as practicable and no later than 28 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.

 Signed : Date :

On receipt, reviewed by Corporate Governance Signed : Date :

Please return to the Corporate Governance Team at corporate.governance@nhsdorset.nhs.uk