Payroll Use Only - Employee Number

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that the above named person has become / has ceased to be \* a Connected Party with

effect from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* Please delete as applicable

A “connected party” is defined as:

* a spouse, civil partner or cohabiting partner of the MP;
* parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew or niece of the MP, or of a spouse, civil partner or cohabiting partner of the MP, or
* a body corporate, a firm or a trust with which the MP is connected, as defined in section 252 of the Companies Act 2006.

Please refer to The Scheme of MPs’ Business Costs and Expenses paragraph 3.19 – 3.23 and 7.8

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MP Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

IPSA collects and processes personal information about you to exercise its statutory functions, to provide you with the services you have requested and where it is in our legitimate interests to do so. We will only use the information you provide on this form for the purposes set in the form and in any relevant related guidance to provide you with the services you have requested, to exercise our statutory functions or where we are otherwise required by law. We may disclose information to third parties where it is fair and lawful to do so, while respecting your privacy rights.

Information about how we use and protect your personal information, and your data protection rights is set out in the IPSA Privacy Notice available on our website at <https://www.theipsa.org.uk/about-us/privacy/> You can contact us by email to privacyrights@theipsa.org.uk or by post to IPSA, 2nd Floor, 85 Strand, London WC2R 0DW.

**Freedom of Information**

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| **Payroll use only** |  |  |
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| **Keyed by *X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  | **Checked by *X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |