



**Connected Party
Declaration Form**

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 will process the personal information you provide and the personal information it obtains about you for the purposes of exercising its statutory functions and as set out in the IPSA Freedom of Information and Data Protection Policy. IPSA may disclose information about you to third parties where it is required or permitted to do so by law and will share information about you with, for example, the Members’ HR Advice Service and the MP(s) that employ(s) you, where necessary to do so. Under the Data Protection Act 1998, you have the right to request a copy of the personal information which IPSA holds about you. IPSA may charge the statutory fee for access. To make a request, or for further information about how IPSA processes your personal information, please contact IPSA’s Data Protection Officer by email (info@theipsa.org.uk), phone (020 7811 6400) or post (IPSA, 4th Floor, 30 Millbank, London SW1P 4DU). IPSA is a public authority for the purposes of the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA although information that identifies or relates to individuals is not generally disclosable under FOIA.

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Keyed by **X** _____ Checked by **X** _____
Date: _____ Date: _____