



Oakswood College

Empowering Through Education



Fit & Proper Persons

Declaration Form

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



Fit & Proper Persons Declaration Form

Data Processing Notification

The information disclosed by you in this form is processed by Oakwood College to comply with its higher education legal, statutory and regulatory obligations, and in the legitimate interest of the College to satisfy the requirements of the OfS. The College's lawful basis for processing data supplied by you in this form is the legal basis, in accordance with Article 6 of the UK GDPR and the Data Protection Act 2018.

In the event that you are appointed as a member of the Board of Governors, this form, its information and any updates, will be kept securely for the duration of your appointment to the Board of Governors. Members are required to complete a fresh Declaration Form on an annual basis, and all forms will be retained by the College for a period of four years from the end date of a member's final term.

If you are employed as a member of staff as part of the Executive Management Team, this form, its information and any updates will be kept securely for the duration of your employment, and will be retained by the College for a period of four years from the end date of your employment with Oakwood College.

Oakwood College will not share your personal information with third parties except in the following circumstances and strictly on a 'need to know' basis:

- Where it is necessary to comply with a legal or regulatory obligation, e.g. in response to a Freedom of Information Act request or a request for information from the OfS to assess whether the College is meeting its ongoing conditions of registration;
- Otherwise as required by law.

Information relating to any criminal records or any supplementary information provided in response to any of the questions in this form will be retained only for the time it is necessary. The detail of any criminal convictions or other supplementary information will be securely destroyed once a decision has been made and only a record of the decision taken will be retained in accordance with the above.

If your circumstances change at any time such that the information disclosed in this form is no longer accurate, you are required to amend the details in this form and resubmit it at the earliest opportunity. It remains a responsibility of those filling out this form to ensure that the information provided is as up to date as possible.



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If you provide false or misleading information to Oakwood College, or you fail to notify the College of a material change to the information disclosed and this discrepancy comes to light, you may be removed from your position and, in the case of an employed position, you may be subject to disciplinary action, up to and including dismissal.

This form is required to be signed and dated upon each submission to the College to confirm the information provided is accurate at the time of signing.

This form may as necessary be shared with the Office for Students as part of the regulatory body's requirements in regulating Oakwood College.

For more information on the College's data protection policy please visit our website:

www.oakwoodcollege.co.uk



FIT & PROPER PERSONS DECLARATION FORM

Academic Year:	
Role / Position:	

1. Personal Details

Title (Mr/Ms/Mrs/Miss/Dr/Prof/Other):	
First Name:	
Surname:	
Phone/Mobile Number:	
Contact Address:	
Preferred Email Address:	
Role (e.g. Governor, Chair, Principal):	
Date of Appointment:	

2. Declaration of Fitness & Propriety

I confirm that:	
I am a person of good character and act with honesty, integrity, and independence.	<input type="checkbox"/>
I am not disqualified from acting as a director, trustee, or governor.	<input type="checkbox"/>
I have not been convicted of any offence involving fraud, dishonesty, safeguarding, serious misconduct, or mismanagement of a business.	<input type="checkbox"/>
I have not been refused, or had revoked, withdrawn or terminated, a registration, authorisation, membership or licence to carry out a trade, business or profession (including any licences which relate to student visas)	<input type="checkbox"/>
I have not been involved with another higher education provider that has had its registration refused or revoked by the OfS, or has had similar action taken against it by another regulatory body (including, but not limited to, serving on a governing body, having voting rights, being a significant shareholder/owner, serving in a senior position etc.)	<input type="checkbox"/>
I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft.	<input type="checkbox"/>
I am not subject to bankruptcy, insolvency, or financial restrictions.	<input type="checkbox"/>



I have not been subject to adverse findings in civil proceedings.	<input type="checkbox"/>
I am not aware of any matter that would call into question my suitability to hold this role.	<input type="checkbox"/>

If you are concerned that you are not sure if you can provide all the assurances above in Section 2, please contact compliance@oakwoodgroup.co.uk to arrange a confidential discussion with the College.

3. Conflicts of Interest

I have declared all actual, potential, or perceived conflicts of interest in accordance with the Conflict-of-Interest Policy.	<input type="checkbox"/>
I understand my ongoing duty to declare new conflicts as they arise.	<input type="checkbox"/>

4. Ongoing Disclosure

I understand that I must notify the institution immediately if my circumstances change in a way that may affect my fitness and propriety.	<input type="checkbox"/>
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5. Consent & Accuracy

I confirm that the information provided is complete and accurate to the best of my knowledge and understand that providing false or misleading information may result in removal from office.	<input type="checkbox"/>
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6. Signature

Signed:	
Name (Print):	
Date:	

For Governance Use Only

Declaration Received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviewed by (Head of GQC & IS):		
Date Reviewed:		
Outcome:	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Further Action Required