

Conflict of interest and confidentiality declaration

Blank template for legal review before adoption | 18 October 2026

Complete this declaration before any assessment, complaint, appeal, investigation or access to confidential HousingAssured information. Disclose other interests, agree confidentiality duties and obtain a recorded case-allocation decision. Signing alone does not remove a conflict, appoint a professional or authorise data sharing. The blank template is public; completed forms and staff identities are private.

Your role and interests

This declaration is between HOUSING ASSURED LIMITED, trading as HousingAssured, company 17526556, registered office Ashton Old Baths, Stamford Street West, Ashton Under Lyne, United Kingdom, OL6 7FW, and the person identified below. The contact for all matters is info@housingassured.co.uk.

HousingAssured is currently run by its founder, who is also a director of Promoveo. The operator states there is no joint case handling. That connection must still be declared and managed; the founder must step aside from connected cases and complaints about their own conduct. Specialist recruitment is planned. No independent panel is represented as already appointed.

Full name and work contact _____

Proposed role and engagement reference _____

Relevant experience qualifications and any applicable registration

Organisation or case reference and proposed scope _____

Declaration date and next annual review date _____

Declare every relevant connection

Include actual, potential and reasonably perceived conflicts, whether paid or unpaid, current, recent or otherwise still relevant. Outside jobs and board positions are not automatically prohibited; they require assessment before allocation.

- Ownership, shares, directorships, trusteeships, employment, consultancy, advisory work or commercial ties involving the provider, referrer, competitors or connected organisations.
- Financial interests, commissions, referral income, funding, gifts, hospitality or benefits that could affect judgement.
- Close personal or family relationships, previous disputes, complaints, litigation, public campaigning, or other loyalties relevant to the case.
- Earlier involvement in the referral, assessment, evidence, investigation or original decision. An appeal cannot be allocated to its original decision maker.
- Confidentiality or other duties to another organisation that could prevent an impartial and properly evidenced decision.

Organisation person or interest and nature of connection

Relevant dates financial or nonfinancial interest and effect on this work

Further interests or an express statement of None after checking

Independence and confidentiality commitments

Independence

I will disclose changes promptly and complete a fresh check before each allocation. I will not approve my own conflict, investigate my own conduct, review my own decision on appeal or take part where a conflict cannot be managed. I will stop access or work when instructed and allow reassignment. A signed form does not override a conflict.

I will use the published assessment method, distinguish evidence from allegation, record reasons and give a fair opportunity to respond. Membership payments, plaque purchases, referrals, personal relationships and commercial pressure will not influence marks, publication, restrictions or appeals. I will not accept benefits linked to an outcome or use information for a competing business.

I will work within my competence and authority, identify limits and seek an appropriate specialist. I will not claim a qualification, registration, independence or appointment that has not been verified.

Confidential information and permitted use

Confidential information includes private referrals, resident or staff details, health and criminal-offence information, sensitive locations, evidence, complaints, commercial information, security details and unpublished findings. I will access only the information needed for an authorised assignment and use it only for that purpose and the recorded instructions.

I will not share it with another employer, board, provider, family member or unapproved person, or upload it to personal email, messaging, cloud storage or AI tools. I will use approved accounts, secure devices and MFA, keep credentials private, avoid unnecessary copies and follow the agreed download, expiry and deletion rules. I will not try to identify people from limited summaries or combine them with other data for that purpose.

I will report suspected loss, wrong-recipient access, conflicts, misuse or security incidents immediately through the agreed incident route. I will not wait until facts are complete or conceal an error. I will preserve proportionate evidence securely and follow containment instructions.

When access ends, I will return or securely delete information and local copies as instructed and confirm completion. Any necessary lawful retention must be documented, restricted and reviewed; it is not permission to retain whole case packs indefinitely. Confidentiality duties continue after the assignment.

Lawful disclosures and other agreements

Nothing in this declaration prevents a protected whistleblowing disclosure, reporting crime, cooperating with a regulator or court, obtaining confidential legal advice or making another disclosure protected or required by law. Disclose only what is lawful and necessary; seek advice where appropriate without delaying an urgent lawful report. Do not require prior permission where the law protects disclosure.

This declaration supplements the engagement contract and approved data-sharing or processing arrangements. It is not a substitute for Article 6 authority, an Article 9 condition, Article 10 authorisation, an Article 28 contract or other legal requirements. A professional must not use confidential information from another role without lawful authority.

Allocation decision and signatures

HousingAssured must complete the allocation record before access begins. Use an unconflicted person to decide any conflict; if the founder is conflicted or is the subject of a complaint, appoint a competent external decision maker. If suitable independence cannot be arranged, do not allocate or decide that case. Keep signed records and individual names private; publish only appropriate role-based explanations.

Case or assignment reference _____

Interests considered and reasonable appearance of bias

Decision Clear to allocate or Allocate with controls or Reassign or Decline

Reasons and permitted scope of access _____

Controls recusals restricted data and separate appeal arrangements

Unconflicted allocation decision maker and authority _____

Decision signature and date _____

Control owner review date and changes requiring a fresh check

Individual declaration

I confirm that my disclosures are complete to the best of my knowledge, I understand the commitments, and I will update them promptly and before each new case. I understand access may be restricted or the assignment ended for a conflict or breach, subject to the engagement terms and applicable law. I have not been promised a particular outcome.

Individual signature and date _____

HousingAssured authorised acceptance signature and date

Engagement contract and privacy instructions referenced

Access authorised by and review or expiry date _____

Record management

Complete at onboarding, review at least annually and update on a relevant change; record a case-specific conflict decision for every assignment. Store the completed form in restricted governance records. Provide the signer with privacy information, an approved retention period and an enquiry route. Do not upload completed declarations to a public resource page.

Have this template checked against the actual employment or consultancy arrangement, governing law and privacy obligations before adoption. It does not impose a noncompete restriction, automatic penalty or blanket waiver of legal rights.

Sources and review record

Primary references checked 18 October 2026. These sources inform the draft; they do not approve HousingAssured or establish that account contracts, operational controls or lawful bases are in place.

Companies House guidance on directors duties

<https://www.gov.uk/guidance/director-information-hub-general-duties>

Companies Act 2006 section 175

<https://www.legislation.gov.uk/ukpga/2006/46/section/175>

ICO data sharing code

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/data-sharing-a-code-of-practice/>

Acas confidentiality agreements

<https://www.acas.org.uk/non-disclosure-agreements>