

## **Dóchas Model Document – Model conflict of interest policy**

This policy applies to *[trustees]**[trustees and senior staff]**[trustees and all staff]*.

### **Why we have a policy**

Trustees and staff have a legal obligation to act in the best interests of *[the charity]*, and in accordance with *[the charity's]* governing documents. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of *[the charity]*.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we ask *[trustees]**[trustees and senior staff]**[trustees and all staff]* to declare their interests, and any gifts or hospitality received in connection with their role in *[the charity]*. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

Interests will be recorded on the charity's register of interests, which will be maintained by *[the charity secretary]*. The register will be accessible by *[level of access]*.

### **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act. Data will be processed only to ensure that *[trustees]**[trustees and senior staff]**[trustees and all staff]* act in the best interests of *[the charity]*. The information provided will not be used for any other purpose.

### **Decisions taken where a trustee or member of staff has an interest**

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a *[simple majority]**[two thirds majority]**[...]* required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests

All decisions under a conflict of interest will be recorded by *[the charity secretary]* and reported in the minutes of the meeting.