****

**Declaration of Conflict of Interest and Confidentiality**

**<< Name of Project >>** *(the Subject)*

I, << name and role >>, of Flinders University, Sturt Road, Bedford Park 5042, South Australia

declare that to the best of my knowledge, I do not have:

* any financial interest in the Tenderers for the Subject
* any immediate relatives or close friends with a financial interest in the Subject
* any personal bias or inclination which would in any way affect my decisions in relation to the Subject
* any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the Subject

(a “conflict”), except as set out below:

1.
2.
3.

I also declare that in the decisions leading to this approach to market, I have not made recommendations or decisions that may have been impacted by any perceived or actual conflicts without first having declared those conflicts.

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during the contract period. I agree to abstain from any decision where such a conflict arises.

\*\*\*\*\*\*\*

I agree to keep all information and documents relating to the request planning, development or evaluation process confidential, and not to disclose or communicate the same to any person or persons except in the course of my duties without the prior written approval of the Probity Advisor, or the Associate Director, Procurement Services where no Probity Advisor exists.

I agree not to make copies of, or take any extracts of information except as may be necessary and essential for the due and proper performance of my duties.

I agree to return all documents, papers and other materials (including the evaluation handbook) given to me relating to this project to the Project Manager immediately when requested to do so.

I agree to comply with all processes and protocols established by the Flinders University from time to time to maintain the confidentiality of information and documentation relating to this project.

I acknowledge that breach of confidentiality and unauthorised disclosure are subject to the provisions and penalties contained in legislation relating to criminal acts in the Commonwealth, States and Territories.

This declaration is made by me on the understanding that I will not be taken to have breached its terms if I am legally required to disclose the information referred to.

I further acknowledge that Flinders University, its staff, contractors, service providers and their operations and activities connected to the University is subject to provisions and penalties under the Independent Commissioner Against Corruption Act 2012 (SA) as well as any relevant legislation relating to criminal activities.

**Signed**

**Dated** / /