**MOSAIC CONFLICT OF INTEREST DECLARATION FORM**

Mosaic contain highly sensitive and confidential personal information concerning service users. We ask that you declare whether you personally know of family, friends, neighbours, colleagues or celebrities that may be held on Mosaic.

Do you personally know of family, friends, neighbours, colleagues or celebrities that may be held on Mosaic? Please check the appropriate box.

**YES** [ ]  **NO** [ ]

If **yes** then please provide details in the table below.

|  |  |
| --- | --- |
| **Name of person known to you** | **Relationship to you e.g. Friend, family,** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Please print and sign your name:**

Name:

Signature:

Date:

Name of manager:

**Please return a copy of the signed and dated declaration form to:** CSSWMosaicSupport@camden.gov.uk and your manager.

As stated in the Mosaic AUP (Acceptable use policy for users of MOSAIC):- your use of the system will be audited and that records will be kept of any unauthorised access to records and that action will be taken if access is detected.

You must immediately inform your manager if there is a conflict of interest should you be allocated a case where the client is known to you or where you or your family are known on the system.

You must not personally seek out, view or extract information relating to yourself, family, friends, neighbours, colleagues or celebrities that may be held on any system.