

**EXAMPLE OF A LETTER TO AN OUTSIDE PARTY CLARIFYING
THE NATURE OF A PRIVATE CONSULTANCY**

The member of staff undertaking a Private Consultancy must make it clear in writing to the client that the consultancy is being performed in a private capacity. A copy of this letter countersigned by the Company's authorised signatory must be lodged with the Head of School or Department and Research and Innovation Support.

A suitable letter for this purpose (which must not be on University stationery) would be:

Date [insert]

Dear name [insert]

Title of Consultancy [insert]

With reference to our previous discussions and correspondence, I must point out that whilst my employer, Dublin City University, permits its academic staff to undertake private consultancy assignments; nevertheless, once its approval has been given it exercises no control or supervision over the actual performance of the work. Consequently, the University cannot accept responsibility or liability for the work I do or the advice which I give in connection with it.

Please acknowledge receipt of the letter.

Yours faithfully"

[DCU employee name]

[Company signatory name]