

**THE UNIVERSITY OF SUSSEX**

**(j) Miscellaneous Provisions**

The following are topics which are not appropriate for inclusion in the formal Conditions of Service but which are worthy of mention and are hereby published:

1. A member of faculty appointed to a full-time permanent post is expected to reside within a reasonable distance from the University so that he or she is at all times able to carry out his or her duties. A distance of 20 miles as the crow flies from the University Park is normally a guide to the maximum reasonable daily travel.
2. The holding or processing of information on individuals which a member of staff may handle in the course of his or her duties is subject to the Data Protection Act 1998 and the University's Code of Practice on Safeguarding the Confidentiality of Personal Information. It is the policy of the University that all members of staff must comply with this Act and the Code of Practice. The Data Protection Act refers to information stored in computers as widely defined, including word processors, ("equipment operating automatically in response to instructions"), whereas the Code of Practice refers to all personal information about an individual learned in the course of a member of staff's duties. The University has designated a Data Protection Officer to oversee compliance with the Act.

The attention of members of staff is drawn in particular to the following points:

- i) Information concerning individuals learned in the course of a member of staff's duties must not be communicated to other persons or bodies unless required to do so by law or for the proper purposes of University business, or with the consent of the individual concerned, and any disclosure of information must be consistent with the University's registration under the Data Protection Act.
- ii) It is the responsibility of all staff members to ensure:
  - a) that appropriate measures are taken to ensure that information which they obtain, including information given on computer print-out, microfiches etc, is not accidentally divulged to unauthorised persons, and that appropriate care is taken in disposing of printed information, and
  - b) that the measures relating to their particular offices, to ensure the security of personal information, are applied, and
  - c) that any personal data they handle has been registered under the Data Protection Act, and that the Data Protection Officer is informed of any data which is not registered or of any changes or deletions that might affect the University's registration. For anyone handling personal data that they do not themselves control, this responsibility is met by checking with the person who controls the data.

Guidelines about the Act for students in a School who are handling personal data in their academic work will be determined by the Dean of each School and communicated to the School's students and teaching faculty.

A code of Practice on the Data Protection Act, with Annexes on subject access requests and on security has been issued, and Section Heads or appropriate academic officers will inform staff of the security measures applicable to their office.

- iii) Staff who are data holders may hold personal data only in accordance with the University's registration under the Data Protection Act, except where a member of staff has chosen to register as a Data User for his or her University academic work, and where a member of staff has chosen to be so registered he or she should inform the Data Protection Officer. Data holders should make appropriate arrangements for access to their data whenever they are absent from the University.
- iv) No employee is permitted to remove from the University personal data with the intention of processing this on another computer, unless such use is recognised and authorised as part of the system. The standard of security at another site should be adequate having regard to this code of practice.
- v) The University will use its resources to support any employee or student who faces court proceeding for alleged breaches of the Act connected with the University's registration, if that employee or student has acted in a reasonable manner, and in accord with this Code of Practice.

Copies of the Code of Practice on Safeguarding the Confidentiality of Personal Information, which gives staff rights of access to their manual personal files, and of the Code of Practice on the Data Protection Act, may be consulted for reference in School Offices, the Library, or the Staffing Services Division.

- 3. Men and women shall be equally eligible for any appointment in the University. No religious, racial or political test shall be applied to any applicant or upon appointment to any post.
- 4. Members of faculty are free to express political, religious, social and professional views both privately and in public, provided that this is done explicitly in their own name and not in that of the University.
- 5. On appointment a member of faculty will receive a copy of the University's Safety Policy and an outline of the safety organisation. The Policy and Organisation documents are re-issued in building safety handbooks from time to time.