**Letter acknowledging Staff Visitor invitation – to be issued by the School/Department**

(please read Honorary Appointments Policy and Procedure and Visitors Policy and Procedure for further details)

Name

Address

Date

Dear «Title and Surname»

I am delighted to confirm your Visitor invitation to the «School» within the «Faculty» from «date» to «date».

There are a number of benefits associated with the invitation and these are outlined below:

• Provision of a University ID swipe card for access to buildings,

• Full borrowing rights with the John Ryland’s University library

• Full access to University computing facilities, including University subscription to on-line journals

Please note however that as a Visitor you are not an employee or a member of the University’s staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

[SECTION BELOW TO BE INCLUDED FOR INTERNATIONAL (NON-EEA VISITORS) UNLESS THEY HAVE AN INDEPENDENT RIGHT TO WORK IN THE UK- FOR GUIDANCE SEE VISITOR POLICY)

The purpose of your visit is (delete as appropriate):

1. To make use of your sabbatical leave overseas to carry out research;
2. To share knowledge, experience and to hold informal discussions with counterparts at the University of Manchester;
3. To take part in a single conference/seminar (delete as appropriate) that is not a commercial or non-profit venture;
4. To take part in research/ teaching/ clinical practice (delete as appropriate) as a senior experienced medical doctor.

As a visitor to the University of Manchester, you will be required to present your passport and visa/immigration stamp to People & OD Operations. A copy will be taken and retained for the duration of your visit, after which, the copies will be destroyed. You are also required to ensure that any activity which you undertake is within the scope of permitted activity under your visa.

The University may terminate the invitation with immediate effect in the event that you are in breach of any of the provisions of this letter or if your conduct brings yourself or the University into disrepute.

To make use of the University library and IT facilities you must complete the enclosed IT Account Application Form and return this to me. Following this you will need to obtain a photo-identity card which is issued from People & OD Operations on the 2nd floor of the Simon Building (a map and directions can be viewed on the University website at [www.manchester.ac.uk](http://www.manchester.ac.uk)). Please email people-od.operations@manchester.ac.uk to make an appointment, and bring this letter and your passport with you when you attend.

May I welcome you to the University and should you have any queries regarding this invitation please do not hesitate to contact me.

Yours sincerely

**School/Department**

Enc.– Visitor Agreement Form

Application for a University of Manchester IT account Form

**RESTRICTED: This document contains personal data and must be kept securely**

**Application for a University of Manchester IT account (not staff)**

**This form should be used for people requiring access to University IT facilities who are not paid through the University payroll (e.g. agency staff, contractors, auditors, NHS staff partners, visiting staff, work experience). Please note this form should NOT be used for honorary appointments.**

|  |
| --- |
| **Confidentiality**In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, research participants, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public. You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers, research participants or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996. |
| **Data Protection** Whilst you are working at the University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:* Only access data necessary to undertake the task you have been assigned;
* Never disclose person identifying information (PII) to a third party; never remove PII from University premises without authorisation;
* Never use PII for your own purposes;
* Always keep PII secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use; always lock your computer if you leave it unattended.
* Do not use your own laptop / equipment to store confidential information unless expressly authorised and informed of our Bring your own Technology procedure.
* Ensure you have completed the necessary Data Protection training within 7 days of accessing the systems
* Ensure you are aware of the University’s procedure for reporting information governance incidents.

These rules are designed to ensure that the University complies with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems. Your line manager will be able to provide further information or guidance can be found at: <http://www.dataprotection.manchester.ac.uk/policiesandprocedures/> |

**Please complete the following in BLOCK LETTERS. Please note that all fields must be completed before action can be taken.**

|  |
| --- |
| **APPLICANT DETAILS** |
| **IMPORTANT: Have you had a previous association with the University such as previous employment or as a student? If so please give your previous employee or student number** |  |
| **If you are not able to supply an employee or student number then please detail your association (such as “UG Student”, “Visiting Lecturer” or “Employee” and give dates of your association)** |  |
| Title (Mr/Mrs/Dr/Prof etc) |  | Surname/Family name |  |
| Forename(s) |  | Date of Birth (dd/mm/yyyy) |  |
| Gender |  | Telephone number |  |
| Home address and postcode |  |
| Email address |  |
| **Declaration:** I wish to apply for a University of Manchester IT Account for the period specified.I have read, understood and agree to abide by the terms above and the University of Manchester Information Governance and IT Security Policies: <http://www.itservices.manchester.ac.uk/our-services/security/policy/>  |
| Signature of applicant  |  | Date |

|  |
| --- |
|  **DETAILS OF THE APPLICANT’S ROLE AND LOCATION WITHIN THE UNIVERSITY (to be completed by the sponsoring staff member)** |
| Job Title |  |
| Faculty | School | Division | Research group (if applicable) |
| Location – building |  | Location – room number |  |
| Start date (please give a specific date) dd/mm/yyyy |  | End date (please give a specific date) dd/mm/yyyy |  |

|  |
| --- |
| **SPONSORING STAFF MEMBERS DETAILS** |
| Title (Mr/Mrs/Dr/Prof etc) |  | Surname/Family name |  |
| Forename(s) |  | Employee number |  |
| Job Title |  |
| Telephone number |  | Email address |  |
| Faculty | School | Division | Research group (if applicable) |
| Relationship to applicant |  |
| Reason an IT account is required |  |
| Type of access required – such as email or non-standard access requests |  |
| **Declaration from the UoM sponsoring staff** *(Please note that* ***f****ailure to undertake the appropriate checks may result in disciplinary action)***:** I hereby confirm that I will ensure that any staff I have sponsored who are not employed by the University have undertaken Data Protection training and that I have confirmed the applicant’s understanding of the pre-requisites to accessing the University of Manchester’s IT facilities as per this form. |
| Signature of sponsoring staff member |  | Date |

**AUTHORISED SIGNATORY DETAILS:**

**This completed form must be authorised by the relevant Line Manager if in Professional Support Services (PSS) or Head of School Administration.**

|  |
| --- |
| Approval required by relevant line manager or Head of School Administration – please print in BLOCK capitals |
| Title |  | Surname/Family name |  |
| Forename(s) |  | Employee number |  |
| Manager’s signature |  |
| Manager’s job title |  | Date |

**Please send the fully completed and authorised form to: People & OD Operations, 2nd Floor, Simon Building (****people-od.operations@manchester.ac.uk****)**