

## **Appendix 6 – Letter confirming Honorary appointment issued by HR Services**

Dear XXXX

### **Honorary appointment at the University of Manchester**

I am delighted to confirm your honorary appointment, made in recognition of your contribution to the academic work of «Faculty».

Your appointment is that of «Honorary post title » in «School» within «Faculty». This appointment is from «start date » to «end date ». Your contact within the School will be «Contact».

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

- Provision of a University ID swipe card for access to buildings, etc
- Full borrowing rights with the John Ryland's University library
- Full access to University computing facilities, including University subscription to on-line journals
- Membership of a School within the Faculty

Your Head of School will, in due course, discuss with you the contribution that you can make to the School as an honorary appointee.

As mentioned above, the appointment is for an initial period until «end date » and will be reviewed prior to the end of that period by your Head of School who will be responsible for deciding whether to renew the appointment for a further period. Further periods of appointment and renewal are based on contribution to the University.

Your appointment may be terminated by either you or the University at any time, by giving one calendar months' written notice. The University may terminate the appointment 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.

The University's Intellectual Property Policy requires that any IP which you create in the course of your honorary activities for the University must be transferred to the University as if you were an employee of the University. If you have any concerns about this please raise it with your Head of Department.

To publish in the University's name, you must ensure that you comply with the University's Code of Good Research Conduct. All published work that bears your name arising from work created in the course of your honorary activities for the University must be accredited to the University of Manchester.

Please note however that as an honorary appointee 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.

#### Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, 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 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 personal data to a third party;
- Never use personal data for your own purposes;
- Never remove personal data from University premises without authorisation;
- Always keep personal data 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.

These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, 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 Head of Department will be able to provide further information or guidance can be found at:

[www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk)

To make use of the University library and IT facilities you will need to obtain a photo-identity card which is issued from the HR Services Office based on the 2<sup>nd</sup> 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 bring this letter and your passport with you at that time.

You are advised to contact the office on 0161 275 4499 to confirm that your identification card can be issued before attending.

Finally I wish you a warm welcome to this honorary position and look forward to a continuing association that is mutually rewarding.

Yours sincerely

**Employment Services Officer**