

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

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.