

STAFF GUIDE



Murray Edwards
College
University of Cambridge

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About this guide

The information contained in this relates to working practices within the College, and we expect staff to read and understand them.

The booklet are non-contractual documents which apply to all non-academic, full- and part-time staff (except as otherwise specified). Individual employment terms and conditions are detailed in the Contract of Employment. The policies and approaches outlined in these documents are intended to be flexible for the efficient running of the College.

The College Council, or delegated committees may review handbooks and policies at any time and if appropriate consult staff before changes are applied.

The History of the College

Murray Edwards College is a relative newcomer among over 30 colleges in the University of Cambridge, some of which date back over 700 years.

The College was founded in 1954 as the third foundation for the education of women students at Cambridge University at a time when Cambridge had the lowest proportion of women undergraduates of any university in the UK and following a movement to offer academic equality to women in Cambridge after the end of WW1.

The College, named New Hall at that time, began its life in Silver Street, with no endowment and just 16 students and 2 tutors: Dr Robin Hammond and Miss Rosemary Murray. The latter was later given the title Dame Rosemary Murray, in recognition of her contribution as the first woman Vice-Chancellor to serve at Oxford or Cambridge.



The College buildings we know today were built in the early 1960s following the donation to the College by the Darwin family of their home, the Orchard. The buildings were designed by architects Chamberlin, Powell and Bon, with the initial buildings able to house up to 300 members. The buildings achieved Grade II* status from English Heritage in 1992.

In 1972 the College transitioned its governance by means of a charter from the Privy Council, from an Association, the Company of New Hall, to a College, now named 'The President and Fellows of New Hall in the University of Cambridge'.

In 2008, New Hall announced its re-foundation as Murray Edwards College, following an endowment by alumna Ros Edwards and her husband to enable the College to exist in perpetuity. Its new name commemorates the vision of its founding president and the generosity of the Edwards family.

College Governance

Responsibility for the governance of the College rests with its Governing Body. The College operates under two governing documents: the Statutes and the Ordinances.

The **Statutes** outline the structure of the College's governance as well as key procedures and can only be amended with the approval of the Queen's Privy Council.

The **Ordinances** set out College procedures in more detail and are updated by the College Council to ensure efficient College operations.

The duties of some College roles are set out in the Statutes and Ordinances.

An **Employee Handbook** sets out the policies for employment, supported by this guide and other College policies and procedures relating to all College operations. These are available on the College website.

College Fellowship

The College has around 70 Fellows, who form the Governing Body. For practical purposes, the routine running of the College is delegated by the Governing Body to its Council, a body of 15 elected members from within the Governing Body. Council members serve for a 3-year term.

There are different types of Fellowships including: Official Fellows, Bye-Fellows, Research Fellows, Supernumerary Fellows and Emeritus Fellows.

College Officers

The College Council delegates the day-to-day running of the College to its College Officers: the President, Vice-President, Senior Tutor, Bursar, Development Director.

The Bursar is responsible to the College Council for advice on the College's finances, staff employment matters as well as the security and maintenance of the buildings.

College committees

As with Council members, the College's various committees are run by groups of Fellows and staff, who meet termly to discuss and to take decisions on the matters in hand.

Committees are staffed for a period of 3 years. Committees set up by the College to discuss ongoing aspects of the running of the College include: Art, Audit, and External relations, Fundraising, Gardens, Health and Safety, IT Strategy, Prevent, Remuneration, Student Funding, Student Liaison.

College departments

All College departments fall under one of the College Officers, as shown below.

Responsible to President

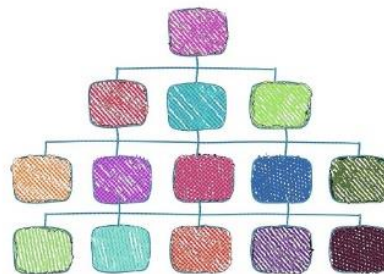
- College Administration
- Communications
- Gateway Programme
- New Hall Art Collection
- President's Office

Responsible to Senior Tutor

- Admissions
- Counsellor
- Employed Fellows
- Library
- Nurse
- Tutorial

Responsible to Bursar

- Catering
- Events
- Finance
- Gardens
- Housekeeping
- HR
- IT
- Maintenance
- Porters Lodge



Responsible Development Director

- Development
- All concerned with College Alumnae

Reporting to President

College Administration

- Administrative support for College governance working with the Governing Body, Council and College Officers (called Officers Team Meeting (OTM) and Committee memberships.
- Main contact person for Fellows and responsible for administration of policies, procedures and other matters for the Fellowship.
- Registrar for New Hall Art Collection and works closely with the Curator.

Communications

- Formal internal communications with students on behalf of the College, including College updates and student newsletters.
- Responsible for College social media content and other promotional materials and publications including communications with external media.

Gateway programme

- A unique programme within the Cambridge Colleges, a supportive programme of academic, career and personal development for students by means of events, activities, learning sessions and support for outward-bound experiences.

New Hall Art Collection

- Curating over 500 works, including liaison with artists, promotion of the collection and arranging exhibitions.

President's office

- Executive support for the President and President's office: diary, email and call management, meetings, travel, events arranged by President's office.

Responsible to Senior Tutor

Admissions

- Outreach events with schools to promote the College as a place to study under the Cambridge University umbrella.
- Arrangements for student applicant interviews.
- Liaison with student applicants and new joiners.

Counsellor

- Provision of counselling sessions for College students as part of student welfare. Not necessarily employed by the College.

Employed Fellows

- Fellows in the position of College Teaching Officer / College Lecturer.

Library

- Running the College Library as a knowledge resource, study space and welfare area for students.
- Provision of library study skills and usage of library skills training.

Nurse

- Provision of medical appointments for College students as part of student welfare.

Tutorial

- Administration for new joining students, student leavers, exams and graduations and all matters during the lifecycle of the student in College.
- Liaison with University student registry and other administration offices.
- Arrangements for student events, including dinners.
- Point of contact for students and College Tutors.

Responsible to Bursar

Bursar's office

- College operational responsibilities, including the College estates, insurance, day-to-day operations, data protection, IT provision.

Catering

- Provision of food for students, Fellows, staff and events clients throughout the year, including daily meals and formal dinners and events.

Events

- Marketing the College as a venue for conferences, summer schools, private functions and a place to stay out of term time for external clients.
- Arrangements for use of communal College space by students, Fellows and staff for meetings, training and events.

Finance

- Running the College finances from its income from student fees, events and food provision to expenditure including College running costs and staff payroll.

Gardens

- Care and development of the curated horticultural space around the College buildings, providing a sympathetic space for students to use and learn from.

Housekeeping

- Cleaning service for student rooms, staff and Fellows' offices and communal areas.
- Preparation of rooms for meetings and events.

HR

- Employment policies, processes and guidance for the College's employed staff and their line managers.

IT

- Provision of IT systems, equipment, service and guidance for students, staff and Fellows.

Maintenance

- Upkeep of College buildings and operations including plumbing, light, heating, safety facilities.

Porters Lodge

- Front of house reception and security, and central point for mail delivery and dispatch, key holding, fire safety and first aid.

Responsible Development Director

Development

- College alumnae relations including contact and communications with alumnae, managing College donations, alumnae publications.
- Annual alumnae events

The New Hall Art Collection

The [New Hall Art Collection](#) is a collection of modern and contemporary art by women on display at Murray Edwards College. The Collection was founded in 1986 with the acquisition of Mary Kelly's six-part work EXTASE and has evolved through gifts and loans from artists and alumnae.



Figure 1 Dame Paula Rego

It now includes over 500 works by artists of international quality and renown – including [Dame Paula Rego](#), Dame Barbara Hepworth, Tracey Emin CBE, [Maggi Hambling CBE](#), [Cornelia Parker RA](#), [Sandra Blow RA](#), [Lubaina Himid](#) and [Judy Chicago](#) and is considered to be one of the largest and most significant collections of contemporary art by women in the world.

In 2018, the New Hall Art Collection received accreditation from the Arts Council England. Accreditation recognises the quality of the Collection and the professionalism with which it is managed, putting it on a level with major galleries throughout the UK.

The Collection's home at Murray Edwards College is very fitting; the College is focused on women's learning and its 1960s modernist architecture lends itself well to a Collection of contemporary art. It aims, through the artworks which are displayed throughout the building, to inspire those who live and work in Murray Edwards College to consider the place of art in their every-day lived experience.

The Collection is open to visitors throughout the year and many of the works are on display to the public. A self-guided tour is available from the Porters' Lodge. The [Art Collection](#) has regular talks, lectures and screenings – please see the [Exhibitions and Events](#) of the New Hall Art Collection website for more information.



Day to day matters

Bicycles: should be left locked in the cycle racks provided and are left at owners' risk.



Cycling is not permitted through the grounds.

Building access: for visitors is available at the Porters Lodge, where all visitors should report and, where applicable, obtain a permit to work.

Car parking: is provided in the car park accessible from Storey's Way. Parking cannot be guaranteed or reserved. The College cannot be held responsible for loss or damage to staff vehicles.

College van: The College has a van for the use of College activities, which can be used by departments, providing the designated driver presents a valid appropriate driving licence.

Conduct and appearance: of College staff contributes significantly to the image of the College and so staff are expected to be pleasant, polite and considerate to students, visitors, colleagues, Fellows and outside contacts and are required to adhere to a professional standard of dress and appearance that is smart and clean. Where appropriate to a role, the College will provide protective clothing and/or uniforms.

Expenses: Approval must be obtained in advance to claim reimbursement for reasonable expenses necessarily incurred in the course of Murray Edwards College's business from your head of department. Claimants should provide receipts to support all expenses claims. If a VAT receipt is not submitted only the net amount may be reclaimable.

Gardens: Murray Edwards College is well known for its gardens and for the seasonal floral displays at the College portico. College members are encouraged to be a part of the garden, by joining in with garden activities and making use of and enjoying the space. The small team of College gardeners take pride in creating an environment that is tranquil, varied, welcoming, interesting and educational.



Gym: Staff are welcome to use the small College gym and the fitness equipment located in the Gym area when it is open.

This is subject to an initial induction session (which can be arranged once per term). There is a small annual fee for using the gym facilities.

Inductions: Staff undertaking work in the College will be provided with information about the College and their assignment by their main College contact.

Insurance: The College has appropriate insurance policies in place to cover its buildings, College contents, professional indemnity and employers liability.

Staff's personal property on College premises is not automatically covered by the College's insurance.

The Bursar should be made aware of any matters involving potential claims immediately (and within 3 days at the most).

Lost property (or damaged or stolen property): Staff should note that Murray Edwards College cannot accept responsibility for loss or damage to personal property and should ensure that they do not leave personal possessions or valuables unattended and that they lock office doors when rooms are not in use. Staff are also requested to collaborate in maintaining College security. Any loss, theft or damage to College property should be reported to the head of department.

Unauthorised removal of College property from the premises will be treated as theft and may be subject to disciplinary action. Staff removing College property from the College building in the course of their duties e.g. to deliver them to another place, should ensure they have prior permission from their head of department.

Items found by housekeeping staff in bedrooms following the departure of students or conference guests are to be handed in to the Housekeeping managers or supervisors to be recorded and stored safely by Housekeeping until re-claimed by the owner. Items that appear to have been lost or intentionally left (other than in bedrooms) should be handed in to the Porters' Lodge to be recorded and stored for collection by the owner. Upon either written permission from the owner or non-collection after three months such items are likely to be disposed of in an appropriate way, or donated to charity.

Items which are clearly of low value or perishable, such as drinks and food, are not deemed to be lost or abandoned property, with the exception of alcohol which should be handed in to the Porters Lodge or Housekeeping managers or supervisors to be disposed of at the discretion of the College.

Meals: If you are working at the College, you may take lunches or equivalent meals on workdays when the kitchens and dining room are open (or in the case of teams working shifts, whilst on duty). Guests may not be invited to dine without prior arrangement and payment.

Repairs and maintenance: Any problems concerning the building or office facilities should be reported to your line manager via the online room management system accessible via the College website.

Right of search: Murray Edwards College reserves the right to stop and search all staff entering or leaving its premises and to inspect the contents of any bag, case, parcel, package and/or vehicle.

Searches will be conducted as discreetly and tactfully as possible and only on the authorisation of a College Officer or designated party. Staff undergoing a search may be asked to sign a permission to search form prior to a search and have the right to request that they:

- are searched by a member of the same sex; and
- have an independent representative present during the search.

Failure to comply with a search request without reasonable justification may be treated as a disciplinary matter.

Any personal data collected as part of the stop and search process, such as information recorded on a stop and search authorisation form, will be processed in accordance with the College's [data protection statement for staff](#). Data collected on the stop and search authorisation form is held securely and accessed by, and disclosed to, individuals only for the purposes of the stop and search process. More information about the privacy of your personal information [can be found here](#).

Training: Arrangements may be made by the appropriate head of department for any training or instruction required for the role they are performing.

Health and safety

The College has a statutory duty under the Health and Safety at Work Act 1974 to provide a safe place of work and a healthy working environment for all of our staff, students, and visitors, and we are committed, so far as is reasonably practicable, to safeguard physical and mental well-being through:



- The provision and maintenance of healthy and safe systems of work and working conditions;
- The provision and maintenance of safe premises, plant and equipment;
- The systematic identification of hazards;
- The provision of appropriate information, instruction, training, and supervision in safe working methods and procedures;
- The provision of safe arrangements for the use, handling, storage, and transport of articles and substances;
- The provision of first-aid, welfare facilities, and appropriate occupational health advice;
- The establishment of appropriate arrangements for dealing with emergencies or situations of imminent danger to health and safety;
- The provision of safe means of access and egress at College premises, and appropriate security arrangements.

The College requires that all staff actively contribute to the implementation of the policy by:

- Taking reasonable care for the health and safety of themselves, colleagues, and others;
- Co-operating with the College Officers and Heads of Departments in any measures implemented to meet our statutory obligation to promote health and safety at work;
- Observing specific safety arrangements within departments, including specific working practices, departmental regulations and all other instructions supplied by supervisors, College Officers or the Health & Safety Officer;
- Participating in any organised programme of health and safety training.

As a member of staff, it is your responsibility to:

- Understand, support, and implement the College Health and Safety Policy;
- Make sure that you keep up to date with changes to health and safety rules particularly in the event of any new legislation. You should do this by reading notices on notice boards, relevant internal correspondence, leaflets and newsletters and by attending any health and safety training sessions we may organise;
- Set an example of safe behaviour by complying with appropriate safety warnings;

- Be conscious of your own health, safety, and welfare and that of your colleagues, people in your care, students, and visitors. You should do nothing by act or omission that will adversely affect them or anyone else.
- Familiarise yourself with the fire and emergency evacuation procedure notices displayed in each Department. You should be aware of any specific emergency protocols and you must ensure that you follow any directions or published information in case of an actual or suspected fire. You must practice fire drills as directed;
- Check that any plant, machinery, tool, equipment, procedure or system being used is not defective and that it is suitable for the task to be undertaken. If you are in any doubt of its suitability you should let the Head of Department or Health & Safety Officer know as soon as possible.
- Ensure that no one uses faulty equipment until it has been repaired or replaced;
- Accept that safety devices and equipment, protective clothing and procedures must be employed as appropriate to any hazards in the manner prescribed. You must not intentionally or recklessly interfere with or misuse any clothing or equipment provided by the College in the interests of health, safety, and welfare;
- Use any substance that is dangerous or harmful to health in accordance with the instructions provided and any training received. You must observe any preventative measures defined for the use of such substances;
- Report to the Head of Department or the Health & Safety Officer any inadequacies identified in any safety procedures;
- Report any reportable diseases, ill-health, dangerous occurrences, and near misses in accordance with our prescribed procedures. You must notify any accidents or injury to staff at work to the Head of Department (or deputy if he or she is not available) and this information must be entered in the Accident Book, which is kept at the Porters' Lodge.
- The College Porters and other staff trained in first aid are available to deal with minor accidents. First aid equipment is kept in the Porters' Lodge and other strategic places around the College and as stated in departmental notices.
- If there is a serious accident, call a doctor immediately, and, if necessary, arrange for transport to hospital.
- Not act vexatiously or frivolously in raising health and safety issues or in exercising the right of emergency evacuation of the College premises.

Should you consider that you are undertaking, or being asked to undertake, something for which you do not feel adequately trained, qualified, or equipped, you should draw this to the attention of your Head of Department immediately.

You could be liable for disciplinary action in the event you fail to discharge your health and safety responsibilities or are deemed not to comply with this policy, or any statutory provision

You will not be victimised or dismissed for:

- Carrying out any health and safety activities you have been designated to perform;

- Performing any functions either as, acknowledged by the College, or as a recognised representative or member of the Health and Safety Committee;
- Drawing attention to reasonable concerns, about any health and safety matter;
- Vacating the work area or taking other appropriate action, in circumstances of serious and imminent danger.

Should hazards exist which pose an assessed risk or harm to pregnant staff members, or those who have recently given birth, arrangements will be made to adapt working conditions and where this is not possible the individual will be offered suitable alternative employment or placed on a period of special leave in receipt of full pay until such time as it is safe for them to resume their normal duties.

The 'Health and Safety Policy & Procedures', is available on the College website.

Smoking

The College buildings are smoke free and smoking is strictly prohibited in all areas of the College. Smoking is permitted in the designated smoking areas.



Display screen equipment / eye tests

Staff working at computer screens (known in health and safety as display screen equipment or DSE) should take care of their eyes by ensuring their screen is set at an appropriate distance for healthy working, and by giving their eyes a break from the screen at regular intervals.



They should also arrange eye tests at regular intervals (generally not more frequently than on an annual basis), for which the College will reimburse employed staff upon presentation of a receipt and where the fee is equivalent to that of a regular high street opticians. The maximum amount that can be reclaimed for an eye test is £25.

On rare occasions where corrective lenses may be required specifically for work-related DSE use or where prescription safety glasses are needed for work, employed staff may also can claim the basic cost of these lenses. The maximum amount that can be reclaimed for spectacles is £75.

Line managers and HR must ensure that personal data, including information about individuals' health, gathered when arranging eye and eyesight tests is handled in accordance with the Company's Data Protection Policy / policy on processing special categories of personal data.

Children

For health and safety reasons staff or those otherwise engaged in work in the College are not permitted to bring children to work.

Stress and work

Stress is defined by the Health and Safety Executive as the “adverse reaction people have to excessive pressures or other types of demand placed on them”. It is not to be confused with everyday pressure, which can create a ‘buzz’ and be a motivating factor. Stress is the negative experience which can occur when pressure becomes excessive and the individual is unable to cope.

Stress can be triggered by individual or by wider factors. Individual factors include personal problems such as bereavement, money worries and illness. Other factors, such as organisational factors for example, might include a bad working environment or poor communication.



The College aims to ensure the positive wellbeing of all its staff. Anyone who is feeling the adverse and ongoing effects of stress, whether work or non-work-related, and where they are aware that this may impact on their ability to perform their role effectively, should speak with their manager or main College contact at an early stage so that the situation can be discussed and monitored.

Where possible, relevant changes may be made to the work situation on a temporary basis to help alleviate the symptoms of stress. Any information regarding someone’s health will be dealt with in line with the College’s data protection policy, paying attention to the procedures for special category personal data.

Alcohol and drugs

Misuse of alcohol and drugs, even in small quantities, can lead to reduced levels of performance, efficiency and attendance, as well as impaired judgement and decision making. For clarity, ‘drugs’ excludes medicines taken as prescribed by a medical practitioner and mainstream over-the-counter medicines taken in accordance with the manufacturer’s instructions.

It can also increase health and safety risks for the individual and for other people around them. Irresponsible behaviour or offences resulting from the misuse of alcohol or drugs may seriously damage the College’s reputation.

Performance, capability or conduct issues resulting from excess alcohol or drugs, or the buying, selling or possession of drugs on College premises or in work-related situations, may be deemed gross misconduct and could therefore lead to

dismissal under the College's disciplinary procedure or to the summary termination of the working agreement.

On rare occasions where alcohol is made available to staff members in connection with a College event, individuals are expected to consume minimally and to act responsibly. Equally, staff representing the College at functions or conferences, or attending College-organised social events outside of normal working hours, are expected to be moderate when drinking alcohol and to ensure they are well within the legal limits when driving.



Staff are prohibited from taking non-prescribed drugs or illegal substances within the College or during College-related functions. Anyone with a dependency on alcohol or drugs should seek specialist advice and support as soon as possible. The College will treat sympathetically any staff who inform their manager / College contact and seek professional treatment.

Anyone taking prescribed medication which may have side effects that could affect safety at work, work performance, attendance at work, or result in sudden illness, are advised to discuss the matter confidentially with their manager or College contact and to obtain a Fit Note from their GP. All such discussions will be treated confidentially in accordance with the College's data protection policy.

The College takes its safeguarding duties seriously and therefore strives to prevent harm occurring to any of its members, whether students, staff, Fellows, volunteers or other workers whilst in College. It is expected that those in College will support the College in its endeavours to maintain a safe and stress-free working environment for those that live and work there.

I.T.

IT systems

The information stored and processed on the College IT systems is of paramount importance to its day-to-day activities and it is therefore essential that data and systems are adequately secured against risk such as natural hazards (fire, flood and power failures), unauthorised access, copying of programmes or data, theft of equipment or information, operator error or use of unauthorised software on College machines (which increases the risk of importing computer viruses).

The College has measures in place to protect against such risks, including through its policies and through compliance with relevant legislation such as the General Data Protection Regulations and the Data Protection Act 2018, and the Computer Misuse Act 1990 (which seeks to secure computer material against access or modification).

Equally it is expected those working in College will endeavour to ensure that unauthorised persons do not gain physical access to IT systems or equipment. Any breach in security should be reported to IT or to the Bursar immediately.

Users should create strong passwords and should not disclose identifications and passwords to anyone.

Full details of the College's data protection procedures, particularly relating to data security can be found in the Data Protection Policy.

Email

Authorised use

It is expected that staff, particularly those in non-operational roles, are conversant with the use of e-mail as the chief means of communication. It is also expected that good business e-mail etiquette will be observed, including:

- Clear presentation and content of the message;
- Formal business written style;
- Including only those that need to read the e-mail;
- Appropriate treatment, noting that e-mail is a legally binding form of communication;
- Observing confidentiality where required;
- Ensuring that all forms of bullying, harassment, intimidation and any discrimination are avoided, as they should be in person;
- Not using email as a replacement for a conversation or discussion;

Murray Edwards College reserves the right to monitor the use of the email service and where appropriate to intercept and read emails sent by or to staff.

Unauthorised use

Noting that email accounts are provided for College users for the facilitation of College business, anyone misusing or abusing the IT systems or guidance may be deemed to be breaking College policy. Misuse of the email system includes the transmission of any information, whether personal or otherwise, which is not connected directly with the business activities of the College.

It is expected that such cases would not arise but for the avoidance of doubt, the College will not tolerate the use of the email system for any of the following (which is not an exhaustive list):

- The distribution of defamatory, abusive, sexist or racist messages;
- Any message that could constitute bullying, harassment or discrimination;
- Accessing pornography;
- Distributing copyright information and/or any software available to the user;
- Posting confidential information, whether about the College, its members, students, Fellows, staff, customers, suppliers or any other connections.
- Downloading material harmful to the integrity of the College IT systems (e.g. opening emails containing a virus where prior warnings were given).

Personal use

The College does not wish to be unnecessarily restrictive in its approach; however private use of the email system during normal working hours that adversely affects an individual's performance or interferes with the College's operations or efficiency may result in disciplinary action or withdrawal of access to e-mail.

Internet

The College enables the use of internet to obtain information relevant to one's job, to increase job-related knowledge and to help promote the College.

Unauthorised use

As with email, it is expected that internet access will be made use of for the facilitation of College business and the College will not tolerate the use of the Internet system for any of the following:

- Surfing to the detriment of your job;
- Receiving, sending or viewing pornographic material;
- Receiving, sending or viewing any material of an aggressive, discriminatory or otherwise offensive nature;
- Bringing the College, its sponsors or suppliers or any other connections into disrepute, including criminal activity;

- Online gambling of any kind;
- Downloading material which is harmful to the integrity of the College systems (e.g. anything that may contain a virus);
- Presenting a poor or unprofessional image of Murray Edwards College, its sponsors or suppliers.

Personal use

The College does not wish to be unnecessarily restrictive in its approach; however private use of the College's internet during normal working hours that adversely affects an individual's performance or interferes with the College's operations or efficiency may result in disciplinary action or withdrawal of access.

Personal websites and weblogs

College IT systems should not be used for personal 'blogs'. Staff may choose to write personal 'blogs' using their own identity, their own internet facility and in their own time. In such cases, staff should be aware that any mention of their work, even without identifying Murray Edwards College, may enable people to establish the College's identity and therefore any such blogging activity has a duty to act in good faith and in the best interests of the College and those connected with the College (including maintaining confidentiality and complying with data protection guidelines). Failure to adhere to these guidelines could result in disciplinary action or termination of a working agreement.

Downloading information

Murray Edwards College strictly prohibits the downloading and / or transmission of copyright information.

Copying software

Staff are expected to take reasonable steps to ensure that any software they use is properly licensed, and to refrain from copying or distributing software unless clearly permitted under the terms of the licence. If there is any doubt about the legality of copying software, please consult IT.

Interception, monitoring and recording of emails and phone calls

Our systems enable us to monitor telephone, e-mail, voicemail, Internet and other communications.

We reserve the right to monitor your email and/or internet use and any monitoring will be conducted in accordance with an impact assessment that the College has carried out to ensure that monitoring is necessary and proportionate. Monitoring

is in the College's legitimate interests and is to ensure that this policy on email and internet use is being complied with.

Monitoring will normally be conducted by IT and HR / the Bursar's office. The information obtained through monitoring may be shared internally, including with your line manager or main College contract, HR and other senior College professionals as necessary. However, information would normally be shared in this way only if the College has reasonable grounds to believe that there has been a breach of the rules set out in this policy.

The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

Information obtained through monitoring will not be disclosed to third parties (unless the College is under a duty to report matters to a law enforcement agency).

Note that emails are organisation's' property. If you use the system for personal e-mail please note this might, where required, be visible to someone else (e.g. if someone needs to oversee your role or after you leave). It is advised that you clear your mailbox regularly and remove any personal items.

Remote working

In all cases of remote working, College IT systems should be access via the VPN connection or via Microsoft Office.

To protect data integrity, documents should be handled electronically and should not be printed to home printers.

IT equipment supplied by the College should be treated in accordance with IT guidance.

It is expected that users will set up and use their home workstation according to DSE best practice. To help with this, the DSE workstation assessment can be applied to the home workstation.

Social Media

For the purpose of this policy, social media is defined as a type of interactive media that allows individuals to communicate with each other and/or to share data in a public space online.

Murray Edwards College recognises and embraces the benefits of social media and the opportunities it brings. It can be used to share news, information and success stories as well as keep current students and alumnae up to date with College activities. However, there is an inherent risk in using social media in so far as messages are instantaneous and potentially far reaching. Inappropriate use of social media can have a negative impact on students, staff, Fellows and alumnae as well as affecting the reputation of the College.

All members of staff are encouraged to engage and collaborate through social media. However, in doing so, each individual must be aware of the potential impact of their actions on themselves, other staff members, the College and more broadly, the University. The following is intended to minimise the risks associated with using social media on a personal and professional basis.

Personal use

We respect the right of all individuals to pursue activities of interest in their personal life and recognise that social media plays a prominent role in the lives of many people.

Aside from the use of social media as a formal part of a College role, we ask that individuals do not engage in social media use during working hours.



We also expect that confidentiality and individuals' right to privacy are protected at all times, in addition to safeguarding the College's reputation. This includes ensuring that no information is made available that could provide a person with unauthorised access to the College and/or any confidential information relating to the College and / or its staff, fellows, students, customers or visitors. In short, professionalism and respect are expected from all individuals connected with the College at all times and failure to adhere to these guidelines could result in disciplinary action or the termination of a working agreement.

Guidelines when posting on behalf of Murray Edwards College

These guidelines apply to all members of staff who create or contribute to any kind of social media activity, including but not limited to: Facebook, Twitter, LinkedIn and Instagram posts, blogs, forums and wikis. This policy applies to all forms of social media where there is potential impact on the College or the University, whether for work-related or personal purposes, whether during working hours or not, whether social media is accessed via the College's IT facilities and equipment, or equipment belonging to either members of staff or third parties.

Principles

- Staff should only comment within their own area of expertise to provide individual perspectives on non-confidential activities at the College and University.
- Members of the College should never represent themselves, the College or the University in a false or misleading way. All statements must be true; all claims must be substantiated.
- Use common sense and courtesy. Staff should ask permission to publish internal conversations. The College's policies and procedures should not be violated by an employee's efforts to be transparent. This is notwithstanding matters that may constitute whistleblowing.
- Where staff access social media for work-related purposes or for personal use using the College's IT facilities and equipment, the College's IT regulations will apply.
- Where appropriate, the College reserves the right to monitor the use of social media platforms and to take appropriate action against any misuse that may be harmful to the College or the University.
- Staff should seek guidance from the College's Head of Communications before participating in a what may be considered a sensitive subject online (for example, intellectual property rights, issues affecting the College's and/or the University's reputation, a crisis situation).
- If an employee uses social media in any way that may be considered derogatory, discriminatory, bullying, threatening, defamatory, offensive, intimidating, harassing, creating legal liability for the College, bringing the College into disrepute, or breaching any College policies and procedures, the College may take disciplinary action.
- Staff should not engage in illegal activities through social media.
- Staff should not engage in any activity through social media that promotes terrorism.
- The College's response to the misuse of social media in a personal capacity will be reasonable and proportionate to the perceived offence, the nature of the post and the impact (potential or otherwise) on the College and/or University.

- The College may require staff to remove social media posts that are deemed to constitute a breach of the principles outlined above. Failure to comply with such a request may result in disciplinary action.

Responsibilities

- Staff should be transparent. Where appropriate, they should make it clear they work for Murray Edwards College and are posting about or on behalf of the College.
- Staff are discouraged from posting online anonymously or using pseudonyms.
- Staff should never impersonate somebody else.
- Staff are personally responsible for their words and actions online.
- Line managers are responsible for addressing any questions and/or concerns arising out of the use of social media.
- The College's Head of Communications is responsible for giving specialist advice on the use of social media.

Guidelines for setting up College social media pages

This policy is focused solely on the setting up and use of social media pages by departments wishing to communicate their work to internal and external audiences. This policy covers all forms of social media including, but not limited to, Facebook, Twitter, LinkedIn and Instagram. This policy should be read in conjunction with the 'Social media policy for Staff'.

Any member of the College community considering setting up a social media page for their department must ensure they follow the principles detailed below:

- Staff must have authorisation from the Head of Communications before setting up a new social media page.
- If authorisation is given, a document must be drawn up and agreed with Head of Communications, clearly stating the purpose of the page(s), the Staff authorised to post on the page and how the content will be regularly updated, managed and monitored. One employee in the department should have overall responsibility for the page(s) but it is acceptable for other employees to manage the day-to-day running of the page(s).
- Once authorised and set up, the page will become an official College social media page and will belong to the College. Upon leaving employment with the College, the employee in question will be expected to provide the Head of Communications with the login details for the page.
- All comments, queries or messages addressed to the page(s) should be responded to within 48 working hours.
- Regularly change passwords: at least once every term or upon staffing

changes, to reduce the risk of hacking.

- The Head of Communications will maintain a log of all authorised College social media pages to ensure there is no duplication and that only authorised pages are in place.
- Regular monitoring will take place of activities on social media pages to ensure that at no time employees, or other contributors, are posting inappropriate or defamatory comments.
- The College does not wish to unnecessarily restrict content on social media. However, we will not permit disclosure of confidential information, or any content that could defame our College and its members, our suppliers or our customers. Likewise no disclosure of personal data or information about any individual that could breach the Data Protection Act 1998 or General Data Protection Regulations should be added. The College's view on any such content is final.
- Failure to adhere to these guidelines could result in disciplinary action, up to and including dismissal.
- The employee responsible for the departmental page(s) must report to the Head of Communications annually on the use of such social media pages.

Social media guidelines – 'Top Tips' (personal and professional)

- **Familiarise yourself with privacy settings**
Ensure they are appropriate for the content you share and your intended audience.
- **Do not assume you have privacy**
Social media platforms are in the public domain and you cannot always be sure what is being viewed or shared, even if you have the highest privacy settings available.
- **Be Accurate**
Make sure that what you are writing is substantiated and accurate. The College reserves the right to remove any content or posts that are inaccurate.
- **Apologise when you need to**
We all make mistakes. Apologise for any errors and make sure you learn from them for any future social media activity.
- **Do not get drawn into public debate**
If you find yourself having a public debate with someone on social media, try to move it into the private domain. You can do this by asking the person in question to continue the discussion via direct message, email or phone.
- **Do not talk about politics**
To comment or state opinions about things of a political nature is to invite debate and sometimes argument.

- **Do not talk about religion**
Religion may be an important part of your life but it is nothing to do with the College.
- **Do not share links to inappropriate websites**
If you are unsure whether a website is appropriate, avoid linking to it as a precaution.
- **Do not be negative**
It is only natural that certain educational issues will irritate you or cause you concern. However, since you are a member of the College, your posts represent the College's thinking. This is true even if you include a disclaimer in your biography (on Twitter, for example), which states that the views you share are purely your own.
- **Do not share confidential information**
This includes discussing financial performance.
- **Do not swear**
Maintain a professional stance online, just as you are expected to in person.
- **If in doubt, don't!**
If you're not sure whether any content is appropriate, don't post it.

Data protection

Murray Edwards College takes the security and privacy of the data it processes seriously. The College is required to gather and use information or 'data' about its staff as part of its normal business, and in order to manage its relationship with you, our staff.



We intend to comply with our legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security, and we have a duty to notify you of the information contained in this policy.

This policy applies to current and former staff members, and additionally to workers, volunteers, apprentices and consultants. If you fall into one of these categories then you are a 'data subject' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services) and any other privacy notice we issue to you from time to time in relation to your data.

The College has separate policies and privacy notices in place in respect of Fellows and job applicants and other categories of data subject. A copy of these can be obtained from the Data Controller.

The College has measures in place to protect the security of your data in accordance with the College's data security policy, which can be obtained from the Data Controller.

The College will hold data in accordance with its privacy statement, a copy of which is available on the College website. We will only hold data for as long as necessary for the purposes for which we collected it.

The College is a 'data controller' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.

This policy explains how the College will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, Murray Edwards College.

This policy does not form part of your contract of employment (or contract for services if relevant) and can be amended by the College at any time. It is intended that this policy is fully compliant with the 2018 Act and the GDPR. If any conflict

arises between those laws and this policy, the College intends to comply with the 2018 Act and the GDPR.

Data Protection Principles

Personal data must be processed in accordance with six 'Data Protection Principles.' It must:

- be processed fairly, lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

How we define personal data

'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

Personal data might be provided to us by you, or someone else (such as a former employer, your doctor, or a credit reference agency), or it could be created by us. It could be provided or created during the recruitment process or during the course of the contract of employment (or services) or after its termination. It could be created by your line manager or other colleagues.

Depending on your role in the College, we may collect and use the following types of personal data about you:

- recruitment information such as your application form or CV, references, qualifications, membership of any professional bodies and details of any pre-employment assessments;

- your contact details and date of birth;
- the contact details for your emergency contacts;
- details on your gender;
- your marital status and family details;
- information about your contract of employment (or services) including start and end dates of employment, role and location, working hours, notice periods, details of promotion, salary (including details of previous remuneration), pension, benefits and holiday entitlement;
- your bank details and information in relation to your tax status including your national insurance number;
- your identification documents including passport or driving licence and information in relation to your immigration status and right to work for us;
- information relating to disciplinary or grievance investigations and proceedings involving you (whether or not you were the main subject of those proceedings);
- information relating to your performance and behaviour at work;
- training records;
- electronic information in relation to your use of IT / telephone systems;
- your images (whether captured on CCTV, by photograph or video);
- any other personal data necessary for us to submit visa applications;
- any other category of personal data which we may notify you of from time to time.

How we define special categories of personal data

‘Special categories of personal data’ are types of personal data consisting of information as to:

- your racial or ethnic origin;
- your political opinions;
- your religious or philosophical beliefs;
- your trade union membership;
- your genetic or biometric data;
- your health;
- your sex life and sexual orientation; and
- any criminal convictions and offences.

We may hold and use any of these special categories of your personal data in accordance with the law.

How we define processing

'Processing' means any operation which is performed on personal data such as:

- collection, recording, organisation, structuring or storage;
- adaption or alteration;
- retrieval, consultation or use;
- disclosure by transmission, dissemination or otherwise making available;
- alignment or combination; and
- restriction, destruction or erasure.

This includes processing personal data which forms part of a filing system and any automated processing.

How will we process your personal data?

The College will process your personal data (including special categories of personal data) in accordance with our obligations under the 2018 Act.

We will use your personal data for:

- performing the contract of employment (or services) between us;
 - complying with any legal obligation;
- or

if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights below.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us. For example, if you do not provide us with your bank account details we may not be able to pay you. It might also stop us from complying with certain legal obligations and duties that we have, such as to pay the right amount of tax to HMRC or to make reasonable adjustments in relation to any disability you may suffer from.

Examples of when we might process your personal data

We have to process your personal data in various situations during your recruitment, employment (or engagement) and even following termination of your employment (or engagement), for example:

- to decide whether to employ (or engage) you;
- to decide how much to pay you, and other terms of your contract or other working agreement with us;
- to check that you have the legal right to work for us;
- to carry out the contract or agreement between us including, where relevant, its termination;
- training you and reviewing your performance where applicable;
- to decide whether / how to manage your performance, absence or conduct;
- to carry out a disciplinary or grievance investigation or procedure in relation to you or someone else;
- to determine whether we need to make reasonable adjustments to your workplace or role because of your disability;
- to monitor and protect the security (including network security) of the College, of you, our other staff, our students and others;
- to monitor and protect your health and safety of you, that of our other staff, our students and third parties;
- to pay you and provide pension and other benefits in accordance with the contract between us;
- to pay tax and national insurance;
- to provide a reference upon request from another employer;
- to monitor compliance by you, us and others with our policies and our contractual obligations;
- to comply with employment law, immigration law, health and safety law, tax law and other laws that affect us;
- to answer questions from insurers in respect of any insurance policies which might include or relate to you;
- to run the business of our organisation and plan for the future;
- for the prevention and detection of fraud or other criminal offences;
- to defend the College in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure;
- to make any relocation or transfer decisions; and
- for any other reason which we may notify you of from time to time.

We will only process special categories of your personal data in certain situations in accordance with the law. For example, we can do so if we have your explicit consent. If we ask for your consent to process a special category of personal data, then we would explain the reasons for our request. You do not need to consent and can withdraw consent later if you choose by contacting HR or the Records Manager.

We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do:

- where it is necessary for carrying out rights and obligations under employment law;
- where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- where you have made the data public;
- where processing is necessary for the establishment, exercise or defence of legal claims; and
- where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

Where appropriate, we will collect data about criminal convictions as part of the recruitment process or we may be notified of such data directly by you in the course of you working for us. We are allowed to use your personal data in this way to pursue our legitimate interests.

We might process special categories of your personal data in relation to:

- your leaves of absence, including sickness absence and family related leave, to comply with our legal obligations under employment law
- health and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, including to make reasonable adjustments and to look after your health and safety; and
- criminal conviction information to safeguard the College and its community from fraud.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Sharing your personal data

Sometimes we might share your personal data with our contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

The activities undertaken or services provided by our contractors / agents include payroll, audits, pensions, insurance, legal and specialist HR advice.

At the time of writing, we do not share your personal data with companies outside of the European Union. If this situation is likely to change we will notify you.

How should you process personal data for the College?

Everyone who works for, or on behalf of, the College has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy.

The College Bursar is responsible for reviewing this policy and updating the College Council on the College's data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to the Bursar.

You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of the College and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.

Data Security

In the use of personal data belonging to you or others, including students, please always adhere to the following:

- do not share personal data informally;
- keep personal data secure and do not share it with unauthorised people;
- regularly review and update personal data which you have to deal with for work.
- tell us if your own contact details change e.g. address, contact numbers (to be communicated to HR and payroll);
- do not make unnecessary copies of personal data and dispose of any copies securely;
- use strong passwords and do not share passwords;
- lock your computer screens when not at your desk;
- consider anonymising data or using separate keys/codes so that the data subject cannot be identified;
- lock drawers and filing cabinets and do not leave paper with personal data lying about;
- shred and dispose of personal data securely when you have finished with it.

You should ask for help from the Bursar if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.

Any deliberate or negligent breach of this policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure.

It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below). This conduct would also amount to gross misconduct under our disciplinary procedure, which could result in your dismissal.

How to deal with data breaches

We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals then we must also notify the Information Commissioner's Office within 72 hours.

If you are aware of a data breach you must contact the Bursar and IT Manager immediately and keep any evidence you have in relation to the breach.

Subject access requests

Data subjects can make a 'subject access request' ('SAR') to find out the information we hold about them. This request must be made in writing. If you receive such a request you should forward it immediately to the Bursar, who will coordinate a response.

If you would like to make a SAR in relation to your own personal data you should make this in writing to the Bursar. We must respond within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.

There is no fee for making a SAR. However, if your request is manifestly unfounded or excessive we may charge a reasonable administrative fee or refuse to respond to your request.

Your data subject rights

You have the right to information about what personal data we process, how and on what basis as set out in this policy.

You have the right to access your own personal data by way of a subject access request (see above).

You can correct any inaccuracies in your personal data. To do this you should contact HR.

You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected. To do so you should contact HR.

While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made. To do so you should contact HR.

You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.

You have the right to object if we process your personal data for the purposes of direct marketing.

You have the right to receive a copy of your personal data and to transfer your personal data to another data controller. We will not charge for this and will in most cases aim to do this within one month.

With some exceptions, you have the right not to be subjected to automated decision-making.

You have the right to be notified of a data security breach concerning your personal data.

In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact HR.

If you have a complaint about the way in which your data has been processed, you should talk to the Bursar in the first instance. You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details, including a helpline number, can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations.

Freedom of information

The Freedom of Information Act 2000 provides a statutory right for people to request and obtain recorded information held by public authorities, including the College Council.

An individual's request to a public authority for his or her own personal data is exempt from disclosure under the Act because these requests should continue to be made under the Data Protection Act (please see Section 12.3 above).

However, requests for personal data relating to a third party will be dealt with under the Freedom of Information Act.

Where staff members are approached for information regarding the College, such requests should be directed immediately to the Bursar. Staff members should ensure confidential information is not provided to external parties without express consent from the Bursar.

Photography/Video

If you are commissioning photography or video recordings or taking your own photographs of individuals for use by the College, then you need to have the individual's permission. Photographs and film/video images of people are considered to be personal data and are covered by data protection legislation (General Data Protection Regulation (GDPR)). It is therefore important to keep a written record of consents taken when commissioning images or recordings.

When using images or recordings of people, where any individuals feature prominently and are clearly identifiable, a consent form must be signed by those individuals giving their permission for any images in which they appear. The consent form should be stored alongside the images for as long as the image/recording is retained. The consent form must state clearly what the use of the image(s) will be.

- [Adult Consent Form](#)
- [Parent/Guardian Consent Form](#)

Individuals should be made aware that any images used on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as the EU/UK legislation provides.

Images of children and young people under the age of 18 require the consent of a parent or guardian and special care should be taken to ensure that the consent form is fully understood. Children and young people between 12 and 18 years of age, who have a sufficient understanding of the consent process and its implications for them should be involved in completing the form and their consent should be sought. The child/young person may also sign the form. There is a separate consent form for children and young people under the age of 18.

A consent form is not necessary when there is a large group of individuals e.g. at a conference or an event. It is usually sufficient to notify those in attendance that photography or filming will be taking place either verbally or with a notice clearly visible, and those who do not wish to be in a photograph or recording can opt out.

A consent form is not necessary where there is a large group of people with no one standing out in a place where photography is expected e.g. spectators at a sporting event. A consent form is not necessary where there is a large group of people who could not be clearly identified.

For further information about data protection in relation to photographs and recordings please contact the Records Manager.

Anti-Bribery

Bribery is a criminal offence. Murray Edwards College prohibits any form of bribery. The College requires compliance, from everyone connected with our institutional activities, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind whether committed by Murray Edwards College staff members, office holders or third parties acting for or on behalf of the College.

Confidentiality

All information that:

- is or has been acquired during, or in the course of employment, or has otherwise been acquired in confidence;
- relates particularly to the affairs of the College, Fellows, students, staff or visitors, or that of other persons or bodies with whom the College has dealings of any sort; and

- has not been made public by, or with the College's authority;

shall be confidential, and (save in the course of College business or as required by law) Staff members shall not at any time, whether before or after the termination of employment, disclose such information to any person without the written consent of the College.

Staff members are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of employment with the College, or at any other time upon demand, return to the College any such material in their possession.

Safeguarding

The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. From time to time The College encounters children and some adults at risk through its teaching and research activities, as well as through its recruitment and outreach programmes.

We recognise that anyone can be subject to discrimination, harassment and victimisation because of age, culture, disability, sexual orientation, gender reassignment, married or civil partnerships, and religion or belief. Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged.

The College has a safeguarding policy, available on the College website, which aims to support these activities and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children and adults at risk and keep them safe from harm when in contact with the College's employees, Fellows, volunteers, students or other representatives, whether acting in a paid or unpaid capacity. It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children or adults at risk.

Dignity at work

Murray Edwards College is a diverse community of staff, students, Fellows and Bye-Fellows. As part of our intent to create an environment characterised by dignity and respect, in which everyone can do their best and thrive, we ask that all members of our community (regardless of their role in the College) be treated with dignity, fairness and respect.

We are committed to providing equality of opportunity in employment and to avoiding unlawful discrimination. We have a zero-tolerance policy on bullying and strive to ensure that the work environment is free of harassment and bullying, and that everyone is treated with dignity and respect. We expect our staff to treat all people with dignity respect.