



**UNIVERSITY
OF HULL**

Code of Conduct

Principles.

This Code has been formulated to provide a clear statement of the University's expectations of staff and affiliates in respect of their professional conduct. This Code aims to provide guidance to all members of staff and affiliates about what we believe is acceptable and best practice for our University. It is to encourage us all to consider our own actions in the context the University community. With diligence and commitment, we are able to protect the key interests of the University which are:

- The generation and maintenance of an intellectual and educational atmosphere throughout the University community;
- The protection of the health, safety, property, human rights and welfare of us working at the University;
- The safety, property and reputational interests of the University itself;
- Abiding by the laws and regulations of the United Kingdom

Application of the Code.

This Code is for all members of staff ("**staff**"), honorary appointees, holders of office in University entities, members of board and committees, visiting academics, consultants, contractors and any other person appointed or engaged to perform duties or functions on behalf of the University ("**affiliates**"). We are all expected to observe to the Code when conducting University business on and off campus, providing a service to the public and participating in collaborative projects both commercial and academic. It is the responsibility of all of us as individuals to ensure that we perform our duties with the utmost care, honesty and integrity to sustain an institution that exemplifies good working practices.

For staff, failure to follow the Code could result in disciplinary action, and may have to be reported to the appropriate legal authorities.

Where to go for help.

This code provides a broad and simplified guideline for the practices and behaviour that is expected of all us working at the University. Each section includes information about where to go for more information on each topic. Questions about the code itself should be directed to your line manager or codeofconduct@hull.ac.uk.

If you experience difficulty accessing any document or hyperlink referred to in this document, please inform codeofconduct@hull.ac.uk.

Contents

[Standards of Quality and Integrity](#)

[People](#)

[Acting responsibly and being safe in the workplace](#)

[Safeguarding and freedom of speech](#)

[Receiving and giving gifts and hospitality](#)

[Conflicts of Interest](#)

[Bribery and Corruption](#)

[Maintaining financial integrity](#)

[Anti-Competitive Behaviour \(also known as anti-trust\)](#)

[Money Laundering](#)

[Working with Suppliers and Customers](#)

[Protecting University Assets](#)

[IT use and security](#)

[Data Protection](#)

Standards of quality and integrity

As members of a higher education institution, we endorse and are committed to the principles of public life articulated by the Nolan Committee that underpin all facets of University activities including teaching, research and service provision. Those principle of public life are: *selflessness; integrity; objectivity; accountability; openness; honesty and leadership* and are built upon by the public interest governance principles of *academic freedom; accountability; student engagement; academic governance; risk management; value for money; freedom of speech; governing body and being fit and proper*. We believe these principles should be foundation for all University activities.

Fairness and honesty

By conducting our work with openness and accountability, we create an atmosphere that has integrity and ethical principles at its core. We must remember that every action that we undertake on behalf of the University must be conducted with integrity and we must always consider the ethical implications of those actions.

We recognise that we must earn and maintain our reputation of integrity and quality for teaching, research and business. This is only achieved if we all exercise the utmost professionalism and honesty in all our University business. It is important to maintain appropriate and professional relationships with all members of the University and the external parties we work with. Where the University activities are not governed by legislation or external regulations, we should use rules of honesty and fairness to dictate our conduct.

Always

- Maintain appropriate and professional relationships with all members of the University and external parties we work with;
- Take pride in your work and complete it to a standard you are proud of;
- Ensure we meet all our contractual, legal and regulatory requirements;
- Actively seek to understand and abide by relevant UK law and legally binding agreements in all University activities;
- Report suspicions of dishonesty as promptly as possible.

Never

- Compromise integrity for expediency;
- Behave unprofessionally with any member of the University or its external partners, collaborators, or visitors.

Further Information

For further information on University standards and principles please see the Code of Conduct webpage. For further information regarding research ethics and conduct, please see the [Research Governance webpage](#) or email researchgovernance@hull.ac.uk.

For further information regarding any other issue relating to standards of quality and integrity, email the Chair of Ethics Committee on dvc@hull.ac.uk.

People

We value diversity and inclusion and treat everyone with equal dignity and respect. We strive to maintain a working environment where you are listened to and where you may be employed and advance your career regardless of colour, race, nationality, ethnicity, personal beliefs, age, gender or gender identity, sexual orientation, marital status or disability. You will be an active participant in the life, work of the University, and contribute to change, quality improvement and the promotion of the reputation of the University. All members of the University are expected to adhere to the Equality and Diversity Policy at all times.

Fair and equal treatment

Everyone is entitled to be treated fairly, with respect and dignity. It is important that everyone knows what their role is and what is expected of them, this promotes efficiency and confidence for everyone you are working with. To achieve this, we must ensure that everyone is provided with everything that they need to fulfil their role and be given the opportunity to develop in their role. It is considered important that all members of the University community are provided with opportunity to discuss their role, ambitions and expectations. Furthermore, it is important that we are all recognised for meritorious performance in our roles.

Our working environment

Everyone is entitled to fair, respectful and dignified treatment. Any form of abuse, harassment, bullying or discrimination will not be tolerated. We will do everything possible to ensure that you enjoy working at here and look forward to coming to work. Personal information will be held securely and shared only when necessary by those authorised to access it. We will not normally take an interest your personal conduct outside of workplace unless it has an adverse impact on your performance at work, brings the University into disrepute or has implications for a relevant professional body.

Always

- Show respect to others in all forms of communication, including electronic exchanges;
- Treat people fairly and without bias;
- Consider the potential impact of your actions on others;
- Maintain appropriate and professional relationships with all members of the University;
- Uphold and promote our reputation, as individuals and as an institution.

Never

- Treat people disrespectfully;
- Discriminate against anyone, regardless of how you feel about them personally;
- Behave in a threatening or bullying manner;
- Maliciously harm the reputation of staff or the University.

Further Information

For further information please visit the Human Resources [SharePoint site](#) or email hrreception@hull.ac.uk.

Acting responsibly and being safe in the workplace

We are stewards of important knowledge, relationships and resources, and every person in our organisation has an obligation to perform their duties with the highest degree of professionalism. We all need to act professionally and actively seek to ensure the safety of everyone else in the University to ensure a safe and productive environment for all.

Personal safety of others

We respect the people who make up our University community, and the broader communities in which we operate. We are committed to safety, security and well-being with all of us responsible for carrying out our activities with the highest regard for the impact on others, including employees, students, visitors and the public.

It is important that you familiarise yourself with laws, regulations and policies that apply in your area of work and ensure that you comply with them. We must all take responsibility for the impact of our work on the safety, security, and well-being of staff, students and the wider community.

Protection of our physical surroundings

We are committed to safeguarding the property and reputational interests of the University. This includes being mindful of our impact on the environment and endeavour to work in a considerate and sustainable manner. We want to be the best that we can be, as an organisation and as individuals, and will always strive to improve the ways in which we do things to ensure that we are all safe and protected at the University.

Always

- Act in a way that is professional, responsive, and responsible;
- Observe the Health and Safety Code of Practice;
- Only undertake work which you are competent and fit to carry out;
- Be very clear and accurate when communicating with the public and only communicate information you are qualified and permitted to share;
- Ask for help and advice if you are unsure what rules or policies apply in a particular situation;
- Report anything that troubles you (such as the conduct of another person, or the safety of a working practice);
- Stop work if you consider it unsafe, and speak up if you observe an unsafe or unhealthy work environment;
- Listen to others who speak up about unsafe practices;
- Know the emergency procedures that apply where you work;
- Keep accurate records of all our University activities.

Never

- Work while your performance is impaired by alcohol or any prescription, over-the-counter, legal or illegal drugs;
- Knowingly perform unsafe practices, risking the health and safety of yourself or others;
- Deliberately deceive others about your work or products of your work;
- Assume that someone else has or will report unsafe practices or situations;
- Tolerate disregard for or non-compliance with laws, regulations or policies;
- Deliberately damage property or resources of the University;
- Act disrespectfully or in a way that causes unnecessary risk for students, colleagues or the wider community.

Further Information

For further information please visit the [Health and Safety webpage](#) or email healthandsafety@hull.ac.uk.

Safeguarding and freedom of speech

The University is a secular, non-political institution that embraces diversity and endorses the freedom of speech as reflected in our institutional policies. As an academic community we encourage the open exchange of ideas and their exposition within the confines of the law.

We take the responsibility of the safety of its members and the wider community very seriously and are committed to taking all appropriate action to ensure this. As individuals we must exercise awareness and diligence, the key to ensuring a safe environment for us all. We aim to create an environment that respects the rights of all members of the University community to hold cultural, religious, non-religious and philosophical beliefs within the confines of the law.

Diligence and awareness

It is important that we all pay attention to our surroundings and the behaviour of people in it. The appropriate people will deal with all reasonable concerns and suspicions swiftly. It is important that concerning and suspicious behaviour is reported to ensure appropriate management of the concern. As an individual you must not try to resolve the issue yourself, this is important for you and the person of interest. We are committed to protecting our members from taking a path to radicalisation and extremism and will take reasonable steps as part of this commitment. This is to protect the individual at risk and the community.

Always

- Be aware of the behaviour of your colleagues and students;
- Report suspicious or concerning behaviour to your line manager or the student support services;
- Familiarise yourself with the University procedure in preparation of a potential active threat;
- In an emergency, follow the University procedure.

Never

- Ignore suspicious behaviour;
- Engage with suspicious individuals on your own.

Further Information

Please refer to the [Freedom of Speech Policy](#), [Religion and Beliefs Policy](#) and [Safeguarding Policy](#) for further information. Alternatively, contact registrar@hull.ac.uk for issues relating to Freedom of Speech and staff behaviour or directorss@hull.ac.uk for issues relating to safeguarding and student behaviour.

Receiving and giving gifts and hospitality

Exchanging gifts and providing hospitality for third parties can help to build good relationships, however it should be borne in mind no gift or hospitality should be exchanged with a third party if it puts you, or the University, under any form of obligation, or if it could be perceived by others as an intention to obtain a business advantage.

Gifts

Gifts include cash and non-cash items such as equipment, preferential discounts, loans, services, prizes, donations to charities, transportation, use of another company's vehicles, home improvements, tickets and gift certificates.

Hospitality

Hospitality includes business meals, invitations or tickets to recreational or sports events and venues including associated travel, accommodation, meals and refreshment.

What is permitted?

As a guiding principle, we only give or accept gifts and hospitality, that are for business purposes, and that are not frequent and/or of any material value. Anything of value offered to an individual, or members of their family, by a third party, and vice versa, will be considered as gifts and hospitality by the University.

You may accept modest gifts and hospitality such as modest lunches offered as part of external examining commitments, conferences, networking or steering board event attendance, modest occasional meals with a third party business colleague, or gifts that are of nominal value, such as pens, a calendar, or small promotional or ceremonial items. Cash gifts to the University should be directed to Development and Alumni Office. If in doubt, refer to the [University's Gifts and Hospitality Policy and Procedure](#).

It is a disciplinary offence to accept any benefit as an inducement or reward for action (or inaction) of for showing favour (or disfavour) in an official capacity. Non-compliance with these policies and procedures may be deemed a disciplinary matter.

Always

- Gain approval from your relevant line manager when offering or receiving gifts and hospitality;
- Declare any gift hospitality that exceeds the value limits specified in the [University's Gifts and Hospitality Policy and Procedure](#);
- Immediately report to your line manager (or the University Registrar and Secretary in the case of members of Council and its committees) any overt or covert offer of any gift or hospitality;
- Seek advice from your line manager (or the University Registrar and Secretary in the case of members of Council and its committees) if you have any doubts about whether an offer of a gift or hospitality should be refused;
- Register any unacceptable gifts or hospitality, regardless of whether it was accepted or refused on the [SharePoint log](#).

Never

- Accept/offer any gift or hospitality which might be perceived as influencing your decisions or actions as a member of staff or member of Council or its committees;
- Accept/offer gifts or hospitality from individuals or organisations that are currently tendering or are about to tender for any contract from the University;
- Accept/offer personal gifts of cash of any value.

Further Information

Please email the Governance and Compliance Team on briberyprevention@hull.ac.uk.

Conflicts of Interest

Conflicts of interest should be avoided and must always be carefully managed where they exist. Even the appearance of a conflict of interest can be damaging, and needs to be resolved. If you think you may have a potential conflict of interest, inform your line manager immediately.

Common conflicts of interest

A conflict of interest can arise if someone's personal, social, financial or political activities interfere with, or potentially interfere with, their loyalty and objectivity toward the University. For example, a staff member taking part in the selection process of a supplier/contractor for a number of bidders, one of which is operated by a family member, relative or close friend, or in which they have a financial interest, would be considered a conflict of interest.

Conflicts of interest can arise if you or a close relative invests in a competitor, supplier, or customer organisation. Any 'substantial interest' of this kind requires the prior written approval of your line manager. We define 'substantial interest' as one that might influence or appear to influence your judgement. Owning less than 1% of any company will not usually be considered a conflict – if you are in doubt, check with your line manager.

Always

- Disclose any outside jobs and affiliations with competitors, customers or suppliers;
- Disclose any relationship that may cause a conflict of interest;
- Make sure that you and your close relatives' investments do not create conflicts of interest.

Never

- Recruit, supervise, affect terms and conditions of employment, or influence the management of any close relative, whether they are a University employee or contractor, unless approved by your line manager;
- Invest in a current or prospective supplier if you have any involvement in their selection, assessment or negotiations;
- Invest in a customer if you are responsible for dealings with that customer or supervise anyone with such responsibility.

Further Information

Please refer to the [Code of Practice: Personal Relations](#) (or Human Resources on hrreception@hull.ac.uk) and [Code of Practice: Registration of Interests](#) (or Governance and Compliance on briberyprevention@hull.ac.uk) for further information.

Bribery and Corruption

We must all be diligent in protecting our reputation as individuals and of the University itself. We must all uphold principles of integrity and practice the highest ethical standards; and reject practices of deception and corruption.

What is bribery?

Bribery is the offering, promising, giving, receiving or soliciting of any item of value to improperly influence the actions or decisions of an official or other person in the discharge of a public or legal duty.

Complying with the law

Breaching anti-bribery and anti-corruption laws is a serious offence, punishable by fines for companies, and fines and imprisonment for individuals. Everyone who employed by the University must comply with all anti-bribery and anti-corruption laws. These laws do cover actions carried out beyond the country's borders such as bribes paid to an individual in another country. Even an act that appears to break anti-bribery or anti-corruption laws can damage our reputation. We must take prompt action to cease any questionable behaviour of this kind and as individuals actively uphold these ethical standards by discouraging any suggestion of participation in it.

Always

- Use due diligence when selecting and monitoring agents, consultants, contractors, suppliers and other business partners;
- Seek advice from your line manager if you suspect any questionable actions or bribery;
- Keep accurate records of all payment amounts and descriptions.

Never

- Offer, authorise, condone, promise, solicit, accept or make an unauthorised or improper payment (in cash or otherwise) to another person;
- Attempt to induce, coerce or collude a person to do something illegal;
- Establish an unrecorded 'slush' fund for any purpose;
- Offer or receive money, gifts, kickbacks, commissions or anything else of value, to improperly win business or secure a contract;
- Intentionally overlook or fail to report any indication of an improper payment;
- Be involved in the use of a third party to impart the bribery or questionable action on behalf of the University.

Further Information

Please refer to the [Anti-Fraud and Bribery Policy](#) or email registrar@hull.ac.uk.

Maintaining financial integrity

We have a responsibility and legal duty to protect the physical property, intellectual property and financial assets of the University, and that we exercise care in using our assets and resources appropriately. We must ensure that we are all candid and transparent about our operations and performance, and accurately record and report data and results. It is important that we not only comply with the University expectations but also the applicable laws and regulations.

Financial Regulations and Procedures

The University describes the principles and procedures by which it expects all members of staff to abide in the [Financial Regulations and Procedures](#) to make certain the reputation of the University is protected. Their primary purpose is to ensure the proper use of resources and finances in a manner that satisfies the requirements of accountability and financial control by setting out the principles by which the University will operate.

If you have any concerns or are unsure about a particular aspect of a specific regulation or procedure, contact the finance officer for your area. We are all required to comply with the [Financial Regulations and Procedures](#). Failure to comply could lead to disciplinary, civil and/or criminal liability being taken.

Always

- Ensure that good and accurate financial or non-financial records are maintained;
- Meet legal obligations so that we protect our credibility and reputation;
- Create, retain, and destroy paper and electronic information in accordance with applicable law and University requirements.

Never

- Falsify records, information or misrepresent facts;
- Deliberately modify or incorrectly analyse data for the purpose of misleading others;
- Use University finances for personal use or gain.

Further Information

For general finance, please refer to the [Finance Office SharePoint site](#) or email finance-office@hull.ac.uk. For procurement, please refer to the [procurement webpage](#) or email purchasing@hull.ac.uk.

Anti-Competitive Behaviour (also known as anti-trust)

Everyone who works for the University must comply with competition law. The penalties for breaking competition law in the UK are severe. Fines for anti-competitive behaviour can be up to 10% of annual turnover and individuals convicted of offences can be fined or imprisoned for up to 5 years.

We comply with EU and UK competition laws which promote or protect free competition by prohibiting anticompetitive behaviour. This means: -

- We will not enter into any agreements or understandings with competitors to fix prices, divide markets, restrict supply, rig bids or boycott third parties.
- We will not share competitively sensitive information with any competitor, without first obtaining legal advice.
- We gather competitor information in a correct and legal way, avoiding even the appearance of improper information gathering.
- We exercise caution in our trade association memberships and activities, because they put us into close proximity with our competitors.

Dealing with competitors

Hard-core cartel behaviour (agreements with competitors to fix prices, rig bids, share markets or restrict supply) is a criminal offence in the UK, the EU, the US and elsewhere. You must not enter into these kinds of agreements, regardless of whether they are legal in the jurisdiction where you are doing business. Actions within one jurisdiction can have consequences beyond that jurisdiction which would expose the University to serious risk of breaching anti-trust laws.

Anti-competitive behaviour is judged on intention or outcome and can result from seemingly innocent conduct - a chat with a competitor's representative over lunch could trigger an investigation and be used as supporting evidence to prove that anticompetitive behaviour took place.

Gathering competitor information

To compete for business effectively in the future we may need to gather competitor information. The University is committed to doing this in a correct and legal way so that we avoid even the appearance of improper information gathering. You must never exchange competitively sensitive information such as price, customer details and costs directly with competitors without first obtaining legal advice.

Market information may legitimately be received from third parties (e.g., customers). Ensure that you document the source of the information on the face of any such documentation.

Professional associations

Professional associations are a useful means to achieve legitimate goals, but we must exercise caution in memberships and activities, because they put us into close proximity with our competitors.

Dealings with customers

Depending on the jurisdiction where you're doing business, certain kinds of restrictions on your customers may be illegal. This includes agreements which *restrict your customer's freedom to set the resale price*, require your customer to purchase only from you *or include restrictions on where or to whom they can sell*. You should always gain legal advice before imposing restraints.

Price discrimination

Charging customers' different prices can be illegal in some jurisdictions under certain circumstances. If you have the authority to set prices, you should consult the University Solicitor's Office and ensure you know the legal requirements for product pricing.

Always

- Obtain legal advice before you engage in any of the following activities which may raise competition issues:
 - Enter into marketing, purchasing or similar collaborative arrangements with competitors;
 - Establish exclusive dealings arrangements, for example contracts that require a company to only buy from or sell to the University;
 - Restrict the customers your customers can sell to or the territories in which your customers can sell;
 - Tie or bundle different products or services (for example, contracts that require a buyer who wants one product also to buy a second 'tied' product)
 - Exchange or discuss with competitors price, volume or customer Information, costs, marketing plans or production plans

Never

- Engage in meetings or trade association discussions or activities that would lead to the allegation or appearance of anti-competitive behaviour
- Participate in a trade association meeting where a questionable discussion is taking place. If you find yourself in this situation, you must make it clear that you believe the discussion is improper, break away from the discussion, and inform the University Solicitor's Office
- Collect competitor information by theft, illegal entry or trespassing, bribery, misrepresenting your identity, electronic eavesdropping or computer hacking or through the use of a third party to gather information in ways that contravene the law or our Code
- Share competitively sensitive information with any competitor, including details of current and future prices, marketing and operational strategies, costs, customers and suppliers
- Talk or exchange information with competitors to:
 - Fix prices charged to customers or paid to suppliers - including the amount or timing of a price increase, or any agreements that result in price coordination
 - Fix terms related to price, pricing formulas, credit terms, and other factors related to price
 - Divide up markets, customers or territories
 - Restrict supply including an agreement to limit production or shutdown production capacity
 - Fix a competitive bidding process, including arrangements to submit sham bids

Further Information

For further information or advice, please email the Solicitors Office on solicitorsoffice@hull.ac.uk.

Money Laundering

Money laundering is the process individuals or companies use to hide illicit funds or make them appear legitimate. It includes activities to conceal the criminal origin of money or other property (sometimes referred to as the proceeds of crime) within legitimate business activities. It also covers the use of legitimate funds to further criminal or terrorist activities.

The University complies with anti-money laundering laws and regulations by using appropriate procedures to avoid receiving funds or other property that are the proceeds of crime. We take all reasonable and necessary steps to verify the propriety of organisations that receive University funds and other property.

A third party is any party with whom the University conducts or intends to conduct business on either a normal and customary, or one-off basis and includes students, other customers, contractors, suppliers of goods and services, agents, professional advisors and any other contractual parties.

Always

- Conduct appropriate due diligence* enquiries regarding third parties and property;
- Assess the integrity of potential third parties;
- Tell third parties about our compliance expectations of them;
- Monitor third party business practices for evidence of money laundering;
- Watch out for:
 - Any situation where a third party will not provide, or you cannot verify, identity and/or ownership;
 - Irregularities in the way payments are made;
 - Third parties who appear to operate without integrity.
- Be wary of attempts to make or request payments:
 - In currencies other than that specified in the invoice;
 - To or from countries with no apparent connection to the business;
 - In cash or cash equivalents;
 - By or to someone not a party to the transaction (unless approved by Finance);
 - To or from an account other than the normal business relationship account;
 - By multiple cheques or drafts;
 - Representing overpayments;
 - Involving unknown or unnecessary intermediaries;
 - With unnecessary complexity or no obvious legitimate business purpose;
 - Involving high-risk countries** or counterparties.
- Report suspicious transactions or activities by any counterparty to the Solicitors Office; and
- Seek legal advice if a potential third party refuses to provide requested information about its identity, ownership or transaction details.

Never

- Do business with anyone suspected of wrongdoing relating to dealings with us or third parties, unless those suspicions are investigated and resolved, and the transaction has subsequently been approved;
- Discuss your suspicions of money laundering with the third party under suspicion unless you are authorised by the Solicitor's Office to do so; this could impede a proper investigation or constitute the offence of "tipping off" in some jurisdictions;
- The above rules are not a substitute for using good judgment and common sense when assessing the integrity and ethical business practices of third parties.

***Due Diligence** - the process of evaluating a prospective business decision by getting information about the financial, legal and other material (important) status of the other party.

****High risk countries** can be identified using the annual Corruption Perception Index published by Transparency International - www.transparency.org.

Further Information

Depending on the nature of your query, for further information or advice, please email either the Solicitors Office on solicitorsoffice@hull.ac.uk or Procurement on purchasing@hull.ac.uk.

Working with Suppliers and Customers

Suppliers underpin our ability to operate and deliver our products for customers. We choose them carefully, using a transparent selection process based on objective criteria and evidence. We would reasonably expect our suppliers to make a contractual commitment to operate consistently within the principles of this Code, and our compliance and ethics requirements.

Always

- Use an objective process to source and select suppliers;
- Avoid conflicts of interest, inappropriate gifts and hospitality, or any kind of favouritism that might compromise supplier selection;
- Work only with suppliers who comply with all legal requirements and willingly make a contractual commitment to operate consistently with the principles of this Code and our compliance and ethics requirements;
- Conduct due diligence* on new suppliers and agents acting on behalf of the University;
- Help suppliers understand that we expect them to explain our Code and requirements to any of their employees who work on University business;
- Be alert to and report to your line manager any activity - or any suspicion of activity - by suppliers that is inconsistent with this Code.

Never

- Accept gifts and hospitality from parties engaged in a tender or competitive bidding process that you are engaged in;
- Share one supplier's confidential business information (for example, proposed rates, and winning bid information or qualification criteria) with any other supplier.

***Due Diligence** - the process of evaluating a prospective business decision by getting information about the financial, legal and other material (important) status of the other party

Further Information

Contact the Procurement Team on purchasing@hull.ac.uk or visit the [Procurement website](#).

Protecting University assets

As employees of the University, we are responsible for ensuring that its assets, including property, time, proprietary information, company funds, and company equipment are not misused or wasted. Any equipment that is issued to you (e.g. laptops and mobile phones) remains the property of the University, and it is expected that you should take reasonable care of it at all times. Limited, occasional or incidental personal use of such equipment is permitted.

Intellectual property and other protected information

We often produce valuable, non-public information, original written and graphic material, inventions, databases, software, trademarks and other kinds of business information. This is what we call our 'intellectual property'. The University owns any intellectual property generated as a result of University business. There are various laws that allow the University to protect its intellectual property from use by outsiders. It is equally important that we reciprocally respect the intellectual property and protected information of others.

Intellectual property includes large range activities and information. It is important that you seek advice if in any doubt about the use of someone else's ideas, information, product or data.

Always

- Use appropriate referencing or acknowledgement of authorship, ownership of ideas, information or data;
- Seek legal advice when assigning work to a new member of staff if there is a risk that the employee might use protected information from a prior employer;
- Seek legal advice to determine whether local copyright law may allow you to copy brief excerpts of documents or materials (including audio, video, software or internet extracts);
- Seek legal advice for significant new or modified products or processes, or for interpretation of patents, patent applications or other intellectual property rights.

Never

- Share someone else's ideas, data or information without prior permission;
- Bring confidential information, including computer records, from former employers into the University workplace;
- Accept or use anyone else's confidential information without an agreement approved by the University legal advisors;
- Copy documents or materials (including audio, video, software or internet extracts) for which we do not hold the copyright, unless you received permission to do so;
- Knowingly infringe the valid intellectual property rights of another party.

Further Information

For further information, please refer to the [Intellectual Property Rights Policy](#) or contact the Solicitors Office on solicitorsoffice@hull.ac.uk or a Faculty Director of Business, Engagement and Enterprise (FDBEE).

IT use and security

Our IT systems and the information we process and store on them are critical to our business success. Everyone who uses them from employees, contractors, consultants, students or people with temporary access, are responsible for ensuring our systems and information are used in line with University policies. The University articulates its expectations of us in the [ICT Regulations](#) and [ICT Guidance Notes](#) and it is important that we all adhere to this to ensure the security of the University IT system.

IT use

It is important to remember that sending e-mail messages will result in a permanent record of your communications. Bear in mind that even if you carefully control the distribution of your message, others can forward it on without thought to the consequence. We must take special care not to reveal University confidential information. We must all be mindful of the content of any electronic communications and webpages that we access using University IT systems. It is important to respect that University computers and IT systems are for business use and should be used for this purpose.

IT security

The best way that we can ensure the security of the IT systems is by minimising inappropriate data use and illegal use of software. By acting responsibly, we contribute to securing our network and computer systems against unauthorised access. Therefore, we must not share or divulge our passwords to any unauthorised person, or allow use of our account by others; this includes family and other household members when working at home.

Always

- Comply with University policies with regard to the use of computer equipment;
- Treat e-mail and other internet communications in the same way as a University letter or other formal communication;
- Exercise good judgment, common sense and discretion at all times.

Never

- Try to access systems you are not authorised to use;
- Make copies of your software;
- Disclose any information to any unauthorised person;
- Send, access, receive or store any material (text or pictures) in breach of copyright, of an offensive, discriminatory, degrading, harassing, threatening, obscene, political or defamatory nature, from a University computer.

Further Information

For further information, please refer to the [ICTD Service SharePoint](#) site or log a call with the Service Desk on helpdesk@hull.ac.uk.

Data Protection

The data we collate and process is essential to the success of the University. The University articulates its expectations of us in the Information Assurance Policy & Data Protection Policies. It is important that we all adhere to these policies to ensure compliance with legislation.

This notice provides basic guidance on how you should handle personal data under the Data Protection Act 1998. It applies to both personal data/sensitive personal data processed on computer (including emails) and to personal data/sensitive personal data held in manual files.

- When you process personal data you must ensure that it is accurate, relevant and not excessive in relation to your needs.
- Do not process personal data unless you are sure that you, your department or the University has obtained the consent of the individual concerned or that it is necessary to process the personal data in performance of a contract with the person, or to meet a legal obligation.
- Deliberately processing data without a valid reason constitutes a criminal offence under the Data Protection Act 1998.
- Do not disclose any information to third parties without being certain you have a valid reason for doing so.
- Do not write any comment about any individual that is unfair or untrue and that you would not be able to defend if challenged. You must assume that anything that you write about a person will be seen by that person.
- Be vigilant if you are undertaking work off-campus using personal data such as individualised research data, reference requests or examination scripts or results. Strict security measures must be applied to the transportation and storage of all such data.
- If you are unsure, ask! Queries can be sent to dataprotection@hull.ac.uk

Further Information

For further information, please refer to the [Data Protection webpage](#), the [Data Protection Policy](#) and [Data Protection Guidelines](#) or email dataprotection@hull.ac.uk.