

University of York

Statement of Main Terms and Conditions of Employment for Apprentices

University of York
Heslington York

YO10 5DD

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This statement sets out the principal terms and conditions on which you are employed by the University of York and should be read in conjunction with your letter of appointment and any amendments which are notified to you.

1. **Definitions**

In this agreement:

"Apprenticeship Standard" means the approved apprenticeship standard for the role as published by the Skills Funding Agency;

"Assessment" means any external examination or assessment required to achieve the Apprenticeship Standard; and

"External Training" means any external, off the job training that the University considers necessary for apprentices to undertake to achieve the Apprenticeship Standard.

This agreement is an approved English apprenticeship agreement within the meaning of the Apprenticeships, Skills, Children and Learning Act 2009, s A1(3). It is a contract of employment and is not to be treated as being a contract of apprenticeship.

2. **Place of Work**

The location of your appointment is stated in your letter of appointment. However, you may be required to work, if appropriate, at any of the University premises in Heslington or York, or temporarily elsewhere as necessary for the discharge of your duties. The University reserves the right to relocate its employees to any of its premises, or other locations where it provides a service, following appropriate consultation and notification.

You may be required to travel on University business, including outside of the United Kingdom. Unless stated in your letter of appointment, you will not be contractually obliged to work outside the United Kingdom for any period of more than one month.

3. **Date of Continuous Employment**

Your period of continuous service with the University commenced on the date stated in your letter of appointment.

4. **Duties**

The job title for your post is as stated in your letter of appointment. This post is within the Professional and Support staff job group.

You are required to undertake the duties as set out in the Job Description for your post and in your commitment statement. You may be required from time to time to undertake such other duties as the University may reasonably require. The job description and commitment statement do not form part of your contract of employment.

Following consultation, you may be redeployed to suitable alternative duties within the University, commensurate with your skills and experience.

5. **Statement of responsibilities**

During your employment you must:-

- carry out your duties diligently and to the best of your ability;
- comply with all lawful and reasonable instructions of the University;
- promote the interests and reputation of the University;
- act in good faith towards the University;
- take all possible care not to damage any of the University's property or equipment.

During your employment you shall devote your whole time and attention to the University during your working time. You may not undertake any other paid employment (directly or indirectly) nor are you permitted to have any interest in any business or undertaking or engage in any other activities that might interfere with the performance of your duties or cause a conflict of interest or otherwise.

If you wish to be engaged in any other employment or have any outside business interest, whether financial or otherwise, you must first seek written agreement from your line manager, which will not be unreasonably withheld. You are required to declare any interests in the register of interests.

6. **Training and Assessment**

The University will ensure that you receive in-house training and, where necessary, external training, to assist you to achieve the Apprenticeship Standard.

The University will:

- grant you leave of absence for the sole purpose of attending the External Training and undertaking the Assessment;
- bear any enrolment, tuition and/or examination or assessment fees payable for the External Training or Assessment to the extent these are not funded by the Government;
- reimburse you for any reasonable travel, accommodation, living and other expenses you incur in attending the External Training or undertaking the Assessment;
- except where the requirements of its business dictate otherwise, permit you to take paid leave of absence from work for such period or periods as it may allow in order to study or revise for the Assessment.

You agree to permit the University to enquire of any training provider or tutor as to your progress and attendance at the External Training and as to the result of the Assessment.

The success of your apprenticeship is dependent upon your commitment to the Scheme. Under this apprenticeship contract you are required to undertake an Apprenticeship Standard administered by a nominated training provider, supplemented by work based

training. Continuation on the Scheme will be subject to satisfactory progress in terms of attainment, attendance and timekeeping. By accepting this contract you are agreeing to adhere to these conditions. Should your progression not be to the satisfaction of the University, your employment may be terminated by the University giving you not less than 1 month's notice.

You will continue to be paid your salary during any period when you are absent from work in order to attend the external training or undertake study or revision or the Assessment. On days when you would normally be expected to attend external training but the training provider has asked you not to attend (e.g. because of periodic shutdowns) you will be expected to attend your normal place of work. You hereby agree that the University may withhold payment of, or recover by deduction from your salary, the appropriate amount of salary for any day in which you do not attend work and also do not attend the External Training or undertake study or revision or the Assessment.

You agree to undertake, on reasonable prior notice, such training as may be required to enable you to fulfil your role.

As a minimum you will need to complete the Statutory and Compliance training as determined by the University, amended from time to time <https://www.york.ac.uk/admin/hr/policies/learning-development/statutory-compliance>

7. Probation

Your probation period is as stated in your letter of appointment.

The University may, subject to the University's published policy on probation, extend your probationary period. On the satisfactory completion of your probationary period your employment will be confirmed.

If during your probationary period the University is dissatisfied with your performance or progression, your employment may be terminated by the University giving you not less than 1 month's notice.

8. Hours of Work

Your hours of work are as stated in your letter of appointment.

A flexible approach to working arrangements is a requirement of all staff. You are expected to work such hours and such days (which may include evenings, weekends, Bank Holidays and closure days) as are required for the proper discharge of your duties based on the weekly hours set out in your appointment letter. You will normally be expected to work five days out of seven, including weekends and Bank Holidays as necessary. For the avoidance of doubt, the needs of the role may necessitate working additional hours from time to time, or working at weekends and on Bank Holidays, without entitlement to enhanced additional pay.

If you have been appointed on a part-time or part-year basis or have been appointed to work according to a shift rota, you will work the hours stated in your offer of appointment;

days and times of working will be agreed with your Line Manager. Salary for part-time hours will be pro-rated accordingly.

These hours exclude time taken for breaks and/or lunch.

Additional Hours

Working of additional hours will usually be compensated by taking time off in accordance with the flexitime arrangements. If that is not possible your Head of Department or nominated Line Manager will arrange for you to take 'plain' time off in lieu; only where this is not appropriate will compensatory overtime payment be paid in accordance with clause 9 below.

9. Salary

Your salary is as stated in your letter of appointment.

Your salary will be referred to as your 'notional salary' in accordance with the rules of the University's 'Rewards Extra' Benefits Scheme.

All salary increases are subject to satisfactory attendance, assessment and attainment reports from the learning provider and your line manager.

Frequency of Payment

Your annual salary will be paid in UK sterling as 12 monthly payments by direct credit transfer (BACS) to a UK bank account designated by you on the last working day of each calendar month, after any necessary deductions for income tax, national insurance and any other authorised deductions have been made. The pay date may differ in December due to bank and public holidays.

Additional Payments

Overtime

The standard full-time working week of 37 hours, or the full-time rostered hours for staff on multiple week rosters, must be worked before the provisions for overtime come into operation.

Overtime must be authorised by your Head of Department or nominated Line Manager. Overtime payments will normally be paid one month in arrears and will be calculated by reference to notional salary.

Unsocial Hours Enhancement

An enhancement will be paid for each hour worked between 12 midnight and 6.00 a.m. seven days a week.

This enhancement will not be paid on hours paid at an overtime premium. Separate arrangements apply to bank holidays.

Variable Working Enhancement

An enhancement will be paid for working patterns that cover all 24 hours of the day as well as the full 7 days of the week within a maximum 15 week rotation.

This enhancement will not be paid on hours paid at an overtime premium.

Further details of the arrangements and rates for the above payments are available from Human Resources or at:

<http://www.york.ac.uk/admin/hr/employees/reward/pay/enhancements.htm>

10. Pension

The People's Pension

Upon joining the University you will be automatically enrolled into The People's Pension if you are over 21, under State Pension Age, and earning over the relevant threshold (see www.york.ac.uk/pensions/). If you fall outside of these criteria, you may still be able to apply to join (see Appendix 1 of your offer of appointment letter for further details). If you are automatically enrolled, you will be sent further information after you receive your first payment of salary following commencement of your employment with the University.

The University of York Pension Fund

Subject to the rules of the Fund (which may be amended from time to time) you will be eligible to join the University of York Pension Fund after serving a waiting period of two years' continuous employment with the University. To join the University of York Pension Fund you must apply through the Pensions Office (contact details below). If you are aged 75 or over on completion of the waiting period, you will not be eligible for membership. Information is available on the University's website (www.york.ac.uk/pensions/).

If, having completed the two year waiting period you remain under the age of eighteen, you will not be eligible to join the University of York Pension Fund until your eighteenth birthday.

The University reserves the right to alter the University's pension arrangements on giving reasonable notice of such a change.

Pensions Extra (UoY)

Pensions Extra (UoY) is the University's salary exchange scheme for pensions. It is not available if you contribute to The People's Pension, but is available if you become a member of/apply to join the University of York Pension Fund after completing the required waiting period.

If, when you apply to join the University of York Pension Fund, you meet the eligibility criteria of Pensions Extra (UoY) as defined in the Rewards Extra Scheme Rules (see <http://www.york.ac.uk/rewardsextra/>) and unless you choose to opt out of Pensions Extra (UoY), your annual salary will be reduced by the members' contribution rate and an equivalent amount will be paid by the University as an additional employer pension contribution into the University of York Pension Fund. If, upon joining the University of York Pension Fund, your employment is due to cease within a period of two years or less from

the date of joining, you will not be entered into Pensions Extra automatically.

The Pensions Office can be contacted by email: pensions@york.ac.uk or telephone: 01904 32 4805.

11. Rewards Extra - Salary Exchange Schemes

The University offers an integrated benefits package called 'Rewards Extra' (see the Rewards Extra Brochure on our website: <http://www.york.ac.uk/admin/hr/employees/reward/extra/brochure.pdf>). This contains a range of salary exchange schemes. If you choose and are eligible to participate in any Rewards Extra Salary Exchange Schemes, as defined in the Rewards Extra Scheme Rules as amended from time to time, your annual salary will be reduced in accordance with the terms and conditions of each scheme.

Your Post Salary Exchange Pay is your annual salary less any reductions for your participation in any salary exchange schemes.

12. Deductions from Pay

Any deductions instructed by a court order or an order from an employment tribunal, such as an attachment of earnings order, will be deducted from your pay.

If the University is required by the provisions of the Pensions Act 2008 to automatically enrol you into a workplace pension scheme, the amount of employee contributions required by the legislation will be deducted from your pay (see <http://www.york.ac.uk/pensions/>).

Other deductions will be taken with your signed authorisation, e.g. Union Subscriptions, Car Parking Permit.

It is University policy to also recover the following from pay:

- A deduction in the event of your having been overpaid in a previous pay period.
- A deduction in the event that you fail to attend for external training or fail to attend for work in circumstances when the training provider has asked you not to attend in accordance with clause 6 above.
- A deduction in the event of your taking part in industrial action.
- A deduction of any advances or loans made to you by the University.
- A deduction in lieu of leave that has been overtaken at the point of termination of employment.
- A deduction for recovery of Occupational Maternity Pay in the event of failure to return to work for a minimum 3 month period.
- A deduction for any remaining payments due to the University in respect of any benefits under a Rewards Extra Salary Exchange or Voluntary Benefits Scheme, in accordance with the terms and conditions of that scheme.

This is not an exhaustive list and there may be other deductions that can be taken. Where these sums are due to be taken on termination of your employment and your final pay is not sufficient to allow for the whole deduction to be taken, you will be required to repay the outstanding amount due within one calendar month of your employment termination date unless agreed otherwise.

13. **Holiday Entitlement**

If you work full-time, you are entitled to the equivalent of 38 days paid holiday (281.2 hours) in any one leave year (see Holiday Year below). This holiday entitlement includes:

- UK public holidays as follows:
 - Christmas Day
 - Boxing Day
 - New Year's Day
 - Good Friday
 - Easter Monday
 - May Day Holiday
 - Spring Holiday
 - August Holiday
- 3 closure days which are taken between Christmas and New Year;
- 27 days to be taken by arrangement with your Head of Department or nominated Line Manager. The University reserves the right, following consultation with Trade Union representatives, to designate one day of this 27 day entitlement as an additional closure day.

If you work part-time or part-year on full-time hours, you will be entitled to holidays on a pro-rata basis.

Full salary is payable during holidays.

You must not take holiday unless you have obtained the prior approval of your nominated Line Manager.

Holiday Year

The standard holiday leave year is 1 August to 31 July.

If your employment commences part way through a holiday year, your entitlement to holiday (including public holidays) during that year will be calculated on a pro rata basis according to the number of calendar days left in the holiday year.

With the prior approval of your nominated Line Manager, you may take all or any part of your statutory holiday entitlement during a period of sick leave.

Unused Holiday at Leave Year End

You are expected to take your annual leave in the leave year in which it is accrued. By

agreement with your Line Manager you may carry forward up to 5 days leave. Details of the arrangements for carrying forward leave are available at:

http://www.york.ac.uk/admin/hr/resources/policy/leave_annual_policy.htm

Holiday not Taken on Termination of Employment

Employees leaving the University are expected to take any outstanding leave entitlement during their notice period. Where this is not possible due to the constraints of the service, by agreement with the line manager/Head of Department any outstanding holiday will be paid. Entitlement to payment on termination of employment will be for any days leave carried over from the previous leave year in accordance with the requirements above and any leave accrued but untaken up until the date of termination.

The University reserves the right to require you to take all or part of your holiday entitlement during your notice period (including during any period of 'garden' leave) or, by exception, on a particular day or days.

If you are dismissed for gross misconduct or you resign without giving appropriate notice in accordance with these terms and conditions such accrued but untaken holiday shall be based on your minimum statutory holiday entitlement.

A deduction will be made from your salary equivalent to any holiday taken in excess of the accrued entitlement. If your final salary payment is insufficient to allow for the whole of any such deduction to be taken, you will be required to repay the outstanding amount due within one calendar month of the termination date of your employment.

Any holiday pay on leaving (whether owed to you or the University) will be based on your notional salary and subject to normal deductions.

14. Sickness and Sick Pay

You are required to abide by the University's policies on sickness absence and pay, as amended from time to time.

Notification requirements

If you are unable to attend work or external training because of ill health, you must notify your nominated Line Manager as soon as is practically possible and keep them advised throughout the duration of your absence.

Payment of sickness pay is subject to your complying with the University's notification and reporting procedures. Failure to comply with the notification requirements (including renewal of sickness notification) without good cause may result in the University withholding sick pay for each day for which notification is late and may be treated as a disciplinary matter.

Sick Pay Allowances

Subject to the requirements of this section, the University will pay sickness allowances as follows:

Period of employment	Full Pay	Half Pay
Months 1, 2 and 3	2 weeks	2 weeks
Months 4 to 12	2 months	2 months
Years 2 and 3	4 months	2 months
Years 4 and 5	6 months	4 months
Year 6 onwards	8 months	4 months

Occupational sickness pay will be based on your notional salary. Statutory sickness pay will be calculated in accordance with statutory requirements.

Medical examination

It is a condition of your employment that you agree, on request, to undergo medical examination by a suitably qualified medical officer nominated by the University and to authorise the person responsible for such examination to prepare a medical report for disclosure to and discussion with the University.

Sickness and annual leave

If you fall ill before commencing a period of pre-booked annual leave you will be regarded as being on sick leave for the period for which you were not well enough to attend work, provided that this period is covered by a medical certificate.

Any sickness which occurs during a period of annual leave will count as annual leave unless supported by a medical certificate (satisfactory to the University) issued at the time of the illness which covers the duration of the illness or injury whilst on holiday. Such illness/injury must be reported from the first day of absence in line with the University's notification and reporting procedures.

Further details of the arrangements for sickness leave and payments are available from Human Resources or at:

http://www.york.ac.uk/admin/hr/resources/policy/sickness_pay_leave.htm

Third party injury

Any payment of sickness allowance is subject to a refund to the University if and to the extent that you recover damages or compensation for loss of earnings from a third party.

15. **Other Paid Leave (non-contractual)**

Parental Leave (Adoption, Maternity, Paternity and Shared Parental Leave)

If you, your wife, civil partner or partner are having, or adopting a baby, then you are entitled to paid leave. The type and level of your pay depends on the circumstances and on

how long you have worked for the University, further details are available at:

<https://www.york.ac.uk/admin/hr/browse/leave-and-absence/parental-leave>

Leave in Special Circumstance (Armed Forces leave, Bereavement, Compassionate circumstance, Domestic emergencies and Public and community service)

Leave in Special circumstances may be unpaid or paid, dependent on the circumstances. Further details are available at:

<https://www.york.ac.uk/admin/hr/policies/leave-and-absence/special-circumstances/policy/>

16. Termination of Employment

Subject to satisfactory completion of your probationary period, the University may terminate your employment by giving notice dependent on your length of service as follows:

Less than 5 years' service	1 month's notice
5 years service	5 weeks' notice
More than 5 years' service	An additional weeks' notice for each year of service up to a maximum of 12 weeks after 12 years

The University reserves the right to terminate your appointment without notice in cases of gross misconduct or if you cease to be permitted to work in the UK.

Notice Period

If you wish to terminate your employment with the University, you are required to give a minimum of 1 month's notice in writing to your Head of Department, irrespective of your length of service.

'Garden' Leave

There may be circumstances where it is in the interest of the University that, having resigned with notice, or having been given notice to terminate your contract, you will be required not to attend your place of work for all or part of the notice period.

During any period of garden leave, the University will be under no obligation to provide any work to you, however it may require you to carry out relevant alternative duties or only to perform specific duties and / or to carry out special projects at such locations (including your home if appropriate) as the University may require.

In these circumstances your contract will continue in force until the end of the notice period and you will continue to receive full pay as normal.

You will be required to take any outstanding leave during this period.

You will also remain bound by all the obligations and restrictions set out in your contract of employment, with the exception of your duty to attend your place of work. You must, within reason, remain available to be contacted by the University.

During any period of garden leave, the University will be under no obligation to provide any work to you, however it may require you to carry out relevant alternative duties or only to perform specific duties and / or to carry out special projects at such locations (including your home if appropriate) as the University may require.

Under these circumstances, you are not permitted to take up employment elsewhere during the notice period.

Pay in lieu of notice (PILON)

The University reserves the right, at its discretion, to make a payment in lieu of notice due in accordance with this contract.

Fixed-term Contracts

You are employed on a fixed-term contract and notice is hereby given that if the appointment has not been terminated by either party before the expiry date stated in your letter of appointment, your employment will come to an end on that date because of the expiry of your fixed-term contract. As this is a training position, there will be no entitlement to redundancy pay.

17. Immigration Status

You acknowledge and accept that your employment with the University shall at all times be conditional upon and subject to you having the right to live and work in the United Kingdom in the role you are appointed to perform.

18. Criminal Convictions

If during the course of your employment, you commit a criminal offence, are bound over, cautioned or subject to criminal proceedings which might lead to a criminal conviction, binding over or caution, you are required to inform your nominated line manager at the earliest opportunity.

You undertake:

- that you have disclosed any previous criminal convictions that you may have and which are not spent within the meaning of Section 1 of the Rehabilitation of Offenders Act 1974.
- that you will disclose immediately upon conviction, the fact that you have been convicted of any criminal offence during the period of your employment.

In the event that you fail to disclose any convictions in accordance with this paragraph, such failure to disclose may be deemed to invalidate your contract and lead to immediate cessation of your employment.

19. **Disciplinary Procedure**

Your attention is drawn to the disciplinary procedure (as amended from time to time) applicable to your employment, which is available from Human Resources or at: <http://www.york.ac.uk/admin/hr/resources/policy/disciplinary/>

You should be advised that a failure properly to report sickness that prevents you from attending training, or otherwise any unauthorised absence from training, will be viewed as a disciplinary offence and may lead to disciplinary action being taken against you.

20. **Grievance Procedure**

If you have a grievance or complaint about your employment, your attention is drawn to the grievance procedure (as amended from time to time) applicable to your employment, which is available from Human Resources or at: <http://www.york.ac.uk/admin/hr/resources/policy/grievance/>

21. **University Policies and Procedures**

You are required to comply with the University's Regulations and policies, including but not limited to, the University's health, safety and welfare policies, policies on equality and diversity, expenses, use of social media, personal relationships and working for external organisations. In addition you must abide by the Regulations on using University information, and Regulations relating to Intellectual property and

any other such regulations and policies that are in force (as amended from time to time) and published on the University's website.

22. **University Property**

Any property and any original or copy documents, software or data (however recorded and whether retained electronically or on paper or otherwise) in your possession belonging or relating to the University shall be returned to your nominated line manager at any time on request and in any event on the termination of the employment.

23. **Confidentiality and Personal Data**

You are bound by the provisions relating to confidential information and personal data set out in schedule 1 to this agreement.

24. **Collective Agreements and Trade Union Membership**

The unions that are recognised by the University for collective bargaining for the terms and conditions of employment for staff are UCU, UNISON and UNITE. You have the right to belong to any independent trade union of your choice.

- Local collective bargaining and consultation takes place at the Joint Negotiating and Consultative Committee and agreements reached in this forum may directly affect and change your terms and conditions of employment.

Details of these collective agreements are available from Human Resources.

25. Law and Jurisdiction

This Agreement is governed by and shall be construed in accordance with English law.

The parties submit to the exclusive jurisdiction of the English courts with regard to any dispute or claim arising under this Agreement except to the extent that it is provided elsewhere in this Agreement that such dispute or claim should be resolved by any person acting as an expert.

26. Third Party Rights

The Contracts (Rights of Third Parties) Act 1999 shall not apply to these terms and conditions. No person other than you and the University shall have any rights under this Agreement, and this Agreement shall not be enforceable by any person other than you and the University.

27. Variation

Subject to the terms of the Employee Relations Agreement and Structure and without prejudice to any specific powers of variation contained in these terms and conditions, the University reserves the general right to make reasonable changes to

these terms and conditions and any other agreed terms and conditions of employment on giving you reasonable notice of any such change including in respect of any changes to the law.

28. Miscellaneous

Your employment is subject to the University's Charter and Statutes, Ordinances and Regulations as amended from time to time, as they apply to the conduct of employees.

These terms and conditions together with your letter of appointment set out the whole agreement between the parties with regard to its subject matter and supersedes any previous terms and conditions (whether verbal or written) made between the parties at any time.

Schedule 1

Confidentiality and Personal Data

Personal Data

In relation to personal data the following definitions shall apply:

"Data Protection Legislation" means any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction (as amended, consolidated or re-enacted from time to time) which relates to the protection of individuals with regards to the processing of personal data to which the University is subject.

"Data Controller", "Personal Data", "Sensitive Personal Data", "Special Category Data" and "processing" shall have the meaning set out in the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR) and "process" and "processed" shall be construed accordingly;

"Special Category Data" shall mean Personal Data that reveals such categories of data as are listed in Article 9(1) of the GDPR[i].

You shall at all times during your employment with the University act in accordance with the Data Protection Legislation.

You agree to provide the University in its capacity as Data Controller with all Personal Data relating to you which is necessary or reasonably required for the proper performance of this agreement and in connection with your employment. This includes the performance of the University's responsibilities as your employer (e.g. the provision of your rewards package and/or pension scheme and maintaining records of attendance, health, discipline and grievances), the administration of the employment relationship (both during and after your employment); the conduct of the University's business and/or functions and/or where such provision is required by law (the "Authorised Purposes").

You agree to inform the relevant department and payroll department promptly of any change in your personal circumstances which will require the University to update its records.

In order to keep and maintain accurate records relating to your employment, it will be necessary for the University to record, hold and process Personal Data (including Sensitive Personal Data/Special Category Data), relating to you held in manual and electronic form which is subject to the Data Protection Legislation. The University may disclose this data to third parties, including your training provider, where this is necessary or reasonably required to achieve one or more of the Authorised Purposes.

Details of third parties we may share data with are included in the staff privacy notice at:-

<https://www.york.ac.uk/records-management/dp/your-info/informationforstaff/>

In certain circumstances, it may be necessary to transfer such Personal Data (including Sensitive Personal Data/Special Category Data) outside the UK. The University shall take reasonable steps to ensure an adequate level of protection for all Personal Data (including Sensitive Personal Data/Special Category Data) transferred outside the UK.

Where it is necessary or reasonably required to achieve one or more of the Authorised Purposes, the University may process your Personal Data, including Sensitive Personal Data/Special Category Data (including without limitation any self certification forms or medical certificates supplied to the University to explain your absence by reason of illness or injury, any records of sickness absence, any medical reports or health assessments, any details of any disabilities, any details of your trade union membership, any information relating to your gender, religious or other beliefs, race or ethnic origin and any information relating to any criminal convictions or any criminal charges secured or brought against you). In particular, this includes your line manager / supervisor having access to relevant Personal Data such as your home address, home/mobile telephone number, emergency contact details and absence records.

Data will also be used in an anonymous format to provide statistics and management information that will enable the University to monitor the effectiveness of its policies and procedures. The University is also required to supply data to external bodies such as the Higher Education Statistical Agency (HESA) in an anonymous format, i.e. without disclosing your identity.

Further details are contained in the staff privacy notice available at:- <https://www.york.ac.uk/records-management/dp/your-info/informationforstaff/>

You must ensure that you are fully aware of the University's policies related to data protection and data security, including the University's:

- Records Management Policy
- Policy for the Safe Use of University Information on all devices

and you agree that you shall comply with the above policies and any other policy introduced by the University from time to time to comply with the Data Protection Legislation