

### Social Media (staff): Version 1.0

<b>Enabling Policy Statement; Executive Owner; Approval Route:</b>	Our Partners and Reputation - VP Global - Partnerships and Reputation Committee
<b>Is the Procedure for internal use only (Non-disclosable)?</b>	Disclosable
<b>Associated Policy Statements:</b>	Our Colleagues - Chief Operating Officer Our Data - Chief Operating Officer
<b>Authorised Owner:</b>	Director of Marketing and Communications
<b>Authorised Co-Ordinator:</b>	Head of External Relations
<b>Effective date:</b>	1 August 2025
<b>Due date for full review:</b>	1 August 2027
<b>Sub documentation:</b>	

### Approval History

Version	Reason for review	Approval Route	Date
1.0	Migration to POPP and review of the University's approach to governing social media	PRC	8 July 2025

## 1. Purpose

Responsible use of social media can bring significant and measurable benefits to the University of Surrey. These include opportunities to:

- Communicate and build relationships with key audiences, including prospective and current students, staff and their networks; prospective and current partners, funders and donors; alumni; the wider online community.
- Spread the University's messages to multiple audiences across the globe quickly, at little or no cost.
- Gain instant feedback from our audiences, unlike other traditional media channels.

Along with these many benefits come the risks inherent in managing something that is dynamic, unlimited in scale and can blend personal and professional roles. These include:

- The risk of reputational damage and ethical implications arising from Misuse by staff, students or third parties.
- The risk of breaking copyright law or failing to meet legal guidelines for accessibility.
- The risk of behaving in a way that constitutes Misconduct as defined in the [Student Disciplinary Regulations](#), [Staff Disciplinary Procedure](#) and/or the [Sexual Misconduct Procedure](#), and [Harassment and Bullying Procedure](#).
- Threats to the security of commercially sensitive or confidential information, e.g. information relating to a Human Resources matter.

The Procedure exists to support its Enabling Policy Statement, **Our Partners and Reputation**.

The Procedure needs to be read alongside the University's Freedom of Speech Code of Practice and the Inclusion and Accessibility Guidance for Account Administrators, which can be found in the [Social Media Toolkit](#) along with Best Practice Guide for Social Media Account Administrators and Social Media Post Specifications (covering asset/image sizing for social media channels).

## 2. Scope and Exceptions to the Procedure

- 2.1. This procedure has been produced for all University of Surrey employees and its current and future subsidiaries who create or contribute to blogs, social networks, apps, forums, virtual worlds, or any other kind of social media. It applies to all use and all forms of social media use in a work-related capacity where there is potential impact on the University of Surrey, whether during working hours or otherwise. It also applies to the use of social media in a personal capacity. In all cases, the procedure applies whether social media is accessed using the University's IT facilities and equipment, or equipment belonging to members of staff or any other third party.

As an Independent registered charity, the University of Surrey Students' Union is not a subsidiary of the University of Surrey and has its own social media policy for its staff.

- 2.2. A separate Social Media Procedure (Students) exists for University of Surrey students. Where students undertake paid duties as employees of the University and they engage in Misuse (as defined in this procedure) in connection with those duties, the Social Media Procedure (Staff) will be applied.
- 2.3. In all cases where this procedure has been breached, judgement will be exercised to consider the context behind the issue and the impact of the action. However, where it is found that an employee has misused social media, it may be regarded as a disciplinary offence in accordance with the [Staff Disciplinary Procedure](#), [Harassment and Bullying Procedure](#) and/or [Sexual Misconduct Procedure](#).

### 3. Definitions and Terminology

- 3.1. According to the Chartered Institute of Public Relations Social Media (CIPRSM) panel, 'social media is the term commonly given to Internet and mobile-based channels and tools that allow users to interact with each other and share opinions and content'. As the name implies, "social media involves the building of communities or networks and encouraging participation and engagement." This is the recognised definition for the purpose of this document.

This procedure refers to two different types of social media account:

- **Professional University of Surrey Account** – used by representatives of the University and subsidiaries to communicate messages from a departmental, faculty or corporate perspective managed by a Professional Account Administrator (**see 4.1.6**).
- **Personal Account** – a personal social media account used by a member of staff for personal use.

Social networks covered by this Procedure include but are not limited to: Facebook; X (formerly known as Twitter); Bluesky; Threads; LinkedIn; YouTube; Instagram; Tik Tok; Weibo; WhatsApp; ResearchGate; WeChat; RED (also known as Xiaohongshu and Little Red Book);

3.2. Misuse includes behaviour that:

- constitutes misconduct as defined in the [Staff Disciplinary Procedure](#) and/or [Sexual Misconduct Procedure](#);
- is unlawful, for example by constituting Sexual Misconduct, Harassment or Bullying;
- breaches copyright (for example, uses someone else's image or written content without their permission; failing to give acknowledgement where permission to reproduce something has been obtained);
- reveals confidential information about the University, its students or staff on social media.

### 4. Procedural Principles

#### 4.1 Professional Use of Social Media

4.1.1 University of Surrey employees using social media in a professional capacity through a Professional University of Surrey account should make sure that their communications do not do any of the following:

- **Behave in a way that constitutes misconduct as defined in the [Staff Disciplinary Procedure](#) and/or [Sexual Misconduct Procedure](#).**
- **Breach of confidentiality.** For example, revealing confidential information owned by the University relating to its activities, finances, people, or business plans, or the personal data of any individual who has not given informed consent (in writing) for their data to be published.
- **Breach copyright.** For example, using someone else's image or written content without their permission; failing to give acknowledgement where permission to reproduce something has been obtained.
- **Behave in a way that constitutes discrimination, bullying, or harassment** as defined in the Harassment and Bullying Procedure.
- **Post out-of-date information on Professional University of Surrey Accounts about the University's courses and offerings that contradicts the official information on [www.surrey.ac.uk](http://www.surrey.ac.uk) or the latest prospectuses.** (See 4.1.11 for more details.)

## Freedom of Speech

The University is committed to promoting freedom of speech within the law and the importance of academic freedom and tolerance for controversial views in an educational context or environment.

The Charter outlines requirements for academic freedom and freedom of speech as follows: “The University shall uphold the right for Staff of the University and Students to express lawful views and opinions freely, in speech or in writing, without interference.” This is a core duty alongside which any allegation of a breach of the Social Media Procedure (Staff) must be considered. It applies equally to employees of current and future subsidiaries.

The University shall protect the intellectual independence of staff whose principal function is the provision of teaching and/or the undertaking of research or the leadership of teaching and/or research, to question and test received views and wisdom and to put forward new ideas and controversial or unpopular opinions, without placing themselves in danger of losing their jobs or privileges or reducing the likelihood of them securing promotion or different roles at the University.

Where an allegation of harassment is made specifically in relation to exposure to the following, there will be a presumption that such exposure is unlikely to have amounted to harassment:

- The content of higher education and foundation year course materials including but not limited to books, videos, sound recording, online teaching materials and pictures.
- Statements made and views expressed by a person as part of teaching, research or discussions about any subject matter which is connected with the content of a higher education or foundation year course.

This presumption is rebuttable. This means that, where an allegation of harassment is made in relation to the above, the starting point will be that the conduct is unlikely to have amounted to harassment. It will be for the reporting party to produce sufficient evidence to demonstrate otherwise. In all other circumstances, this rebuttable presumption does not apply.

Freedom of speech and expression are recognised as essential in the University’s role in society and as an academic institution. Vigorous speech and comment and academic debate on social media can be distinguished from the behaviours outlined in this procedure. Whilst free speech includes speech that may be offensive or hurtful, speech that amounts to Misconduct including (but not limited to) unlawful harassment does not constitute free speech within the law and, therefore, will not be protected from disciplinary action.

**4.1.2 Employees administering a Professional University of Surrey Account** should use the same safeguards that they would with any other form of communication about the University in the public sphere. These safeguards may include (but are not limited to):

- Obtaining a manager’s permission before starting a public social media campaign.
- Getting an appropriate person to check the content before it is published.
- Ensuring the information provided does not contradict the authoritative information published through official University channels such as the external website or the latest prospectus.
- Seeking advice if there is uncertainty of the objectives or required outcomes.
- Seeking guidance before participating in social media when the topic being discussed concerns commercially sensitive material. Social media activity around commercially sensitive material should be referred to the [Head of Strategic Communications](#) or the [Head of External Relations](#) or the Director of Marketing and Communications.
- Ensuring you have a person’s consent to publish content if it features their image, voice or story on a University of Surrey account. An exception applies when sharing information that has already been published on another University of Surrey or Surrey Students’ Union social media account. (see 4.1.14).

**4.1.3** There should be a clear business case to set up a Professional University of Surrey Account and processes put in place to ensure that it is monitored and updated regularly. If you wish to set up a Professional University of Surrey Account, you must contact [the Head of Strategic Communications](#) to ensure one is not already in existence that you could contribute to. You will receive a response to your request within two working weeks. New accounts will be added to the University's Social Media Directory, and administrators will be added to the University's Social Media Forum Teams site. For detailed guidance, please refer to the [Social Media Toolkit](#), which you will find within the [Communications Toolkit](#) on SharePoint.

**4.1.4** All social media accounts created on behalf of the University must be linked to an appropriate administrative email account within the relevant department (there are exceptions for Facebook and LinkedIn which do not support this). If an administrative email account does not exist, or an existing one is not suitable, [IT Services](#) can create one e.g. [departmentsocialmedia@surrey.ac.uk](mailto:departmentsocialmedia@surrey.ac.uk).

Under no circumstances should a University of Surrey social media account be linked to a personal email address (there are exceptions for Facebook and LinkedIn, which do not support this). If in doubt, Professional Account Administrators should seek advice from [the Head of Strategic Communications](#).

**4.1.5.** More than one University employee must have administrative access to the account at all times. Access to the relevant department's administrative email account can be given to multiple staff users by contacting [IT Services](#) to set up a shared mailbox. Administrative access will be terminated upon the employee's separation from employment, reassignment to another job, or for disciplinary reasons.

**4.1.6** Every University social media account must have an assigned Professional Account Administrator who must hand over this responsibility if they leave the University (if necessary, their successor will need to identify another University employee to have administrative access). The Professional Account Administrator will be responsible for:

- Ensuring that the account meets brand guidelines as specified in the [Communications Toolkit](#).
- Making sure that the login details are shared only with those who have a real need to use the account.
- Giving the department's administrative email address that is used to log into the account to the University's central social media team so that they can recover the account if necessary.
- Revoking access to the account where necessary, such as if an employee leaves the organisation.
- Ensuring that all content produced for the account is in line with this procedure.
- Ensuring that the account is used regularly.
- Reporting any incidents of misuse, including but not limited to transgression of the legislation referred to in section **5.4.1**.
- Ensuring that passwords and other access controls for the University social media accounts are kept secure (**see 4.1.7**).

**4.1.7** Professional Account Administrators and employees managing a Professional University of Surrey Account must keep the University's social media accounts secure as follows:

- Where the social media channel allows, Multi Factor Authentication (MFA) must be used on social media platforms. Where the social media channel allows, the log-in details must be linked to an appropriate administrative email account within the relevant department (**see 4.1.4**).
- Passwords for social media accounts must be different from the administrative email account it is linked to.
- Passwords must be of adequate strength. The University recommends using the "three random words" method - where you combine three random words to create a password that is long enough and strong enough to withstand attack. Passwords must not be rotated or incremented e.g. from password1 to Password2.

- Store passwords securely.
- Be aware of phishing campaigns with emails containing links requiring or requesting users to log into social media accounts. If in doubt, staff should refer to their IT security training.
- Under no circumstances should passwords be shared further than the accounts administrators without permission from the University's central Social Media team. If a Professional Account Administrator leaves the University, the password must be changed upon their departure.
- If the password has been shared outside of the team in agreement with the University's central social media team, e.g. for an account 'takeover' by a student, the password must be changed once the temporary user has finished using it.
- Employees using University of Surrey social media accounts should ensure that any devices that have social media login details stored on them are set to lock automatically after each use, with a password required. If any devices that contain login details are stolen or lost, the Professional Account Administrator should change the passwords of all social media accounts that the device was connected with and notify other employees using the social media account/s.

**4.1.8** Employees managing a Professional University of Surrey account are expected to remove any comments that fit into the categories outlined in **4.1.1**.

Additionally, users should remove comments that are:

- Spam or trying to sell things e.g. assignment writing services
- Fraudulent or deceptive.
- In violation of any law or regulation.
- Incidences of Misuse (**see 3.2**).

Deleting posts or blocking users that could be deemed offensive or otherwise at odds with University of Surrey policies will generally not be permitted as doing so would contravene the University's duty to uphold and promote freedom of speech and academic freedom (**4.1.1**).

**4.1.9** Employees managing a Professional University of Surrey account must regularly check their accounts for messages and respond to any enquiries that they receive in a timely fashion. If any messages are related to complaints, employees are expected to consult the [Head of Strategic Communications](#), the Head of External Relations or one of their direct reports for advice.

**4.1.10** Employees managing a Professional University of Surrey account who receive enquiries/approaches from media sources (newspapers, radio, TV) are encouraged to notify [the University's External Relations team](#) for guidance about how to respond (as they would if they received approaches from the media via any other channel).

**4.1.11** To comply with applicable consumer protection laws and regulations (in doing so, having due regard to related guidance issued by the Competition and Markets Authority (CMA)), the University endeavours to ensure that relevant information a prospective student needs to make an informed decision about where they apply is provided in an accurate, complete, clear, unambiguous, up front, timely and accessible way. This applies to whoever provides the information on behalf of the University and whether it is written, visual or spoken, e.g. via website, prospectus or at open days. Therefore, information written and posted on central or devolved social media accounts must not, at the time of posting, contradict the official information published in the main University channels, i.e. [www.surrey.ac.uk](http://www.surrey.ac.uk) and the latest prospectuses (if information appears to be incorrect on the website it is advisable to visit the [Website Editing page on SurreyNet](#), where you can find out how to add or amend information, as well as contact a member of the Digital team for support). Particular content, such as video on YouTube, needs to be audited regularly to ensure accuracy of published information and to archive out-of-date information that could surface on websites, search engines and the YouTube channel itself.

**4.1.12** All employees administering a University of Surrey social media account are encouraged to read

the contents of the University's [Social Media Toolkit](#), which you will find within the [Communications Toolkit](#) on SharePoint and includes: Best Practice Guide for Social Media Account Administrators and Social Media Post Specifications (covering asset/image sizing for social media channels).

The Procedure needs to be read alongside the University's Freedom of Speech Code of Practice and the Inclusion and [Accessibility Guidance for Account Administrators](#).

**4.1.13** The posting of private, commercially-sensitive information - either accidentally or intentionally - may lead to a breach of information security which could carry significant legal and financial penalties (see 5.4.1 - Data Protection Act 2018 and accompanying guidance in the Information Commissioner's Employment Practices Data Protection Code and Our Data Policy Statement).

**4.1.14** If posting a person's photograph, video, audio or story on a University of Surrey account, consent must be obtained from the person using a [digital consent form](#) in advance of the posting. The form states:

*Your name, story, pictures and video may be shown in University owned printed materials, on the internet, on social media, in our advertising and in other ways. We will store your contributions securely and we may edit, adapt or reuse them in future communication materials. By agreeing to this, you confirm you're an adult and give permission for the University of Surrey to use, free of charge, your contributions in any University marketing materials, or for trusted third parties to promote the University.'*

*All information will be kept securely by the University in accordance with the Data Protection Act. The consent that you give can be changed or withdrawn at any time by contacting [creative@surrey.ac.uk](mailto:creative@surrey.ac.uk) or, for content relating to social media, please contact [socialnetworks@surrey.ac.uk](mailto:socialnetworks@surrey.ac.uk). Please note that we may not be able to withdraw content already published.*

An exception applies when sharing information that has already been published on another University of Surrey or Surrey Students' Union social media account.

Stock photography and filmed footage can be accessed on the University's [Asset Bank](#).

## **4.2 Personal use of social media**

**4.2.1** The University recognises that many employees will make use of social media in a personal capacity. University of Surrey employees using social media in a personal capacity should make sure that their communications do not do any of the following, to uphold standards the University reasonably expects (this list is not exhaustive but indicative of the areas of concern):

- **Behave in a way that constitutes misconduct as defined in the [Staff Disciplinary Procedure](#) and/or [Sexual Misconduct Procedure](#).**
- **Breach of University-related confidentiality, such as a Human Resources matter.**
- **Breach copyright.**
- **Behave in a way that constitutes discrimination, bullying, or harassment** as defined in the Harassment and Bullying Procedure.
- **Breach or contravene any applicable law** (including but not limited to those referred to in section 5.4.1).

**4.2.2** Employees who openly disclose or can be proved to be working for - or otherwise associated with - the University of Surrey (for example through the individual's profile information on the social media channel, or through the types of content posted) should ensure adherence to **4.2.1** and include on their profile, where possible, a statement or disclaimer explaining that the views expressed are theirs alone and that they do not necessarily reflect the views of the University. However, if the content of the post contravenes this policy or is unlawful (see **4.2.1**), a disclaimer would not prevent disciplinary action.



**4.2.3** Staff members should assume that everything they post online will be public and permanent, regardless of the privacy settings that are applied. They should be aware that social media content may easily become available to the public, including the University of Surrey, students and the media, and that inappropriate use could damage their reputation.

**4.2.4** The posting of private, commercially-sensitive information - either accidentally or intentionally - may lead to a breach of information security which could carry significant legal and financial penalties (see **5.4.1** - Data Protection Act 2018 and accompanying guidance in the Information Commissioner's Employment Practices Data Protection Code and Our Data Policy Statement).

**4.2.5** To avoid confusing its audiences, the University prohibits using its logo(s) on social network profile pictures, background images or cover photos, without the permission of the [central Social Media team](#). Contact [socialnetworks@surrey.ac.uk](mailto:socialnetworks@surrey.ac.uk) to receive a response to your request within two working weeks.

**4.2.6** Employees are encouraged to familiarise themselves with privacy settings for each social media platform and choose a privacy level that they consider to be appropriate. For more information about privacy settings, please refer to the University's [Social Media Toolkit](#), which you will find within the [Communications Toolkit](#) on SharePoint.

**4.2.7** Staff must not use personal social media accounts, including WhatsApp and WeChat, to contact students. Instead, they must use designated University communication channels for student contact such as email and Teams.

It is accepted that there are some exceptions to this approach, such as a member of staff making a publicly available comment on a student's LinkedIn account. If there is ever any doubt, staff must consult their line manager for approval prior to engaging in contact. This provision governs the manner of communication rather than the content and is not intended to limit academic freedom or freedom of expression.

**4.2.8** Staff with professional qualifications (such as teaching, medicine or law) should read the social media guidance provided by the national professional body to ensure they meet the expected standards of behaviour. Examples include [the Health and Care Professions Council](#) and [the Nursing and Midwifery Council](#).

### **4.3 Procedures**

**4.3.1** Where it is found that an employee has misused social media as defined in this Procedure, it may be regarded as a disciplinary offence in accordance with the [Staff Disciplinary Procedure](#).

**4.3.2** The University monitors mentions of its brand name and associated terms in order to identify any risks to reputation and to gather customer feedback. Only content that is available in the public domain is subject to monitoring. Data monitored is processed for analysis purposes and could be held by the University and by external platforms. University employees are advised to read the privacy guidance provided in **4.2.6**.

**4.3.3** In the event a staff member feels that they have been harassed or victimised through social media (whether by a fellow staff member, a student, a third party or a member of the public) these concerns should normally be raised with the staff member's line manager in the first instance. In the event it is felt appropriate to escalate the issue, the matter should be raised with the local HR Advisor who will then advise on the appropriate course of action and the support available. If the alleged



harassment or victimisation involves University of Surrey channels, for example, if the perpetrator is tagging University of Surrey channels into their posts, or the perpetrator is using a University of Surrey account to post the content, the local HR Advisor will consult the [Head of Strategic Communications](#). Please note that support can also be provided from the University's Employee Assistance Programme; the Chaplaincy; Report + Support; Occupational Health and/or a Trade Union Representative.

In the event a staff member feels that they have been harassed or victimised through a social media platform including WhatsApp (whether by a fellow staff member, a student, a third party or a member of the public), they should raise this with the local HR Advisor who will then advise on the appropriate course of action and the support available.

## **5. Governance Requirements**

### **5.1. Implementation: Communication Plan**

5.1.1. This procedure will be posted onto [the University's external website](#) and communicated via internal communications channels including:

- Email to the Marketing and Communications department
- Email to all staff known to be managing a Professional University of Surrey Account
- SurreyNet (staff intranet)
- Surrey Staff Briefing (all-staff newsletter)
- Social Media Forum (Teams site)
- Communications Network (Teams site)
- University-wide Campaigns and Events Briefing (monthly Teams meeting).

Ongoing guidance relating to best practice in social media will be posted in the [Social Media Toolkit](#), which can be located in the [Communications Toolkit](#) on SharePoint.

### **5.2. Implementation: Training Plan**

5.2.1. The University's Social Media Forum is made up of colleagues who are known managers of University of Surrey accounts. The Social Media Procedure (Staff) will be shared with members via the Forum's Teams site and recorded training sessions will be offered on the contents of this Procedure as well as the Social Media Procedure (Students) and the Social Media Procedure (Student Account Administrators: Societies, Sports Clubs and Groups - two separate Procedures) as well as a series of recorded masterclasses covering:

- University of Surrey brand guidelines
- Inclusion and Accessibility Guidance
- Social Media Best Practice
- Social Media Post Specifications (asset/image sizing for social media channels)
- Guidance on social media tagging related to Sustainable Development Goals (SDGs)
- Working with Student Social Media Content Creators

### **5.3. Review**

5.3.1 This procedure should be reviewed every two years to keep up to date with latest developments in social media. Changes of title or other aspects that do not change the meaning of the procedure will be carried out by the procedure owner as required.

## **5.4 Legislative Context and Higher Education Sector Guidance or Requirements**

**5.4.1** Legal guidance covered by the Acts below:

- Data Protection Act 2018 and accompanying guidance in the Information Commissioner's Employment Practices Data Protection Code
- Data (Use and Access) Act 2025
- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000
- Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699)
- Copyright, Designs and Patents Act 1988
- Consumer protection laws and regulations, including the Consumer Rights Act (2015)
- Counter-terrorism and Security Act 2015
- Defamation Act 2013
- Protection from Harassment Act 1997
- Privacy and Electronic Communication (EC Directive) Regulations 2003
- UK General Data Protection Regulation 2016/679
- Computer Misuse Act 1990
- Equality Act 2010
- Higher Education and Research Act 2017
- Higher Education (Freedom of Speech) Act 2023.

**5.3 Sustainability**

**5.3.1** This procedure supports SDG 10 reducing inequalities by enabling all staff to access social media in an equitable and fair way. It further supports SDG 16 peace, justice and strong institutions by taking a lead in setting how social media should be used and the safeguards in place for staff, promoting free speech and human rights, whilst addressing harassment and other activities that may exclude certain staff.

**5.3.2** The Procedure does not have an impact on energy consumption and/or associated carbon emissions.

**5.3.3** Social media posts on University of Surrey Professional accounts that mention the University brand can be used as evidence for certain rankings, including in the area of sustainability.

**6 Stakeholder Engagement and Equality Impact Assessment**

**6.1. Equality:** There is potential for social media channels to be used for bullying and harassment of individuals. It is therefore important that the policy is considered alongside the [Harassment and Bullying Procedure](#).

**6.2. Health & Safety:**

There is potential for social media channels to be used to cause emotional harm or mental distress to others. By implementing this procedure, the University has taken positive steps to minimise any distress to its staff caused by the Misuse of social media while also upholding our duty to protect freedom of speech and academic freedom.

There are also issues around mindful usage and the mental health of those using social media:

- Mindful usage: social media users should be mindful of the amount of time they spend on social media and take regular breaks.
- Mental health: social media users need to recognise that social media can affect mental health

and be mindful of the content they consume and share.

**6.3** An Equality Impact Assessment was completed on **01/07/2025** and is held by the Authorised Co-Ordinator.

**6.4** Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Data	Review of Procedure	N	02/07/2025	Ewan Robson, Information Governance Manager and Data Protection Officer
Governance	Review of Procedure	N	03/07/2025	Ros Allen, Head of Governance Kelley Padley, Governance Officer
Sustainability	Review of Procedure	N	01/07/2025	Martin Wiles, Head of Sustainability
Academic Freedom/ Freedom of Speech	Review of Procedure	N	01/07/2025	Dr Joshua Andresen, AFPE Project Manager
IT	Review of Procedure	N	05/03/2025	Thomas Brown, Interim Head of Information Security
H&S	Review of Procedure	N	04/03/2025	Matt Purcell, Director of Health and Safety
Human Resources	Review of Procedure	N	07/03/25	Katy Huetson, Associate Director (People Services) Authorised Coordinator of Our Colleagues and COO delegate

#### Others

Glenn Moulton, Head of OSCAR, has contributed.

Robert Blevin, Head of External Relations, has contributed.

The University's Consumer Protection Taskforce has been consulted.

#### Corresponding Equality Impact Assessment signed off by:

Jo McCarthy-Holland, Equality, Diversity and Inclusion Manager