

1 February 2024

PRIVATE & CONFIDENTIAL

Dr Yvonne Parry

Please quote on all correspondence your assignment number: 8029605

For enquiries contact HR Services on 0203 108 7160 or hr-services@ucl.ac.uk

Dear Dr Parry,

UCL Population, Policy & Practice Department

I have pleasure in informing you that the title of Honorary Associate Professor in the above department has been conferred on you with effect from 26th January 2024 to 25th January 2025.

General arrangements for your activities as Honorary Associate Professor should be made in consultation with the Head of Department.

The appointment is an honorary one and will be for the period of your active association with UCL, as determined by your Head of Department.

On arrival at UCL you should contact your Departmental Administrator with regards to obtaining an IT account and an ID card.

Yours sincerely



Mahjabin Khanam
HR Services Administrator

cc: Khaled Islam

Terms and Conditions – For Honorary Associations with UCL

UCL Policies

- 1) You are required to adhere to UCL policies, including but not limited to:
 - [UCL Equal Opportunities Policy Statement](#)
 - [Information Security Policy and supporting policies](#)
 - [UCL Intellectual Property \(IP\) Policy](#)
 - [Prevention of Bullying, Harassment and Sexual Misconduct Policy](#)
 - [Safeguarding Children and Adults at Risk Policy and Procedure \(Staff and Students\)](#)
 - [UCL Health and Safety Policy](#)
 - [UCL Disclosure of Conflict and Declaration of Interest Policy](#)
 - [Personal Relationships Policy](#)

Training

- 2) You are required to complete [UCL's GDPR Training](#) within 4 weeks, which is available at: www.ucl.ac.uk/data-protection/data-protection-overview/online-training/data-protection-online-training

Confidentiality

- 3) You must not use for your own benefit or gain or disclose to any third party any Confidential Information relating to UCL or any of its students, whether during or after your employment except in the proper course of your employment or as required by English law.
- 4) "Confidential information" shall include all information which has been specifically designated as confidential by UCL and any information which relates to UCL's current and future business activities, or to any student or donor, the unauthorised disclosure of which would embarrass, harm or prejudice UCL.
- 5) Nothing in this Agreement shall be taken to prevent you from making a protected disclosure as defined by Part V of the Employment Rights Act 1996.

Notification of Change in Circumstances

- 6) All staff (including holders of Honorary posts) are required to disclose criminal convictions acquired during employment (or the holding of an Honorary post) at UCL which may be relevant to their position or that relate to violence, assault or damage to property. Subject to the provisions of the Rehabilitation of Offenders Act 1974, you will comply with any request for a Disclosure and Barring Service (DBS) check made by UCL if you will undertake regulated activity for UCL.
- 7) If your role or job classification requires registration with a Registered Body you are required to inform UCL if that registration status changes at any time. Your title may be

terminated with immediate effect by UCL if you cease to satisfy the requirement to hold such registration.

- 8) All staff (including holders of Honorary posts) are required to satisfy Home Office rules regarding the right to work in the UK. If at any stage your right to work status prevents you from volunteering at UCL, you must inform UCL immediately.
- 9) You must ensure that you comply with any specific restrictions including type and hours of work outlined on any visa or permission to work documents.

Termination of honorary association with UCL

- 10) UCL may withdraw the honorary title, including access to UCL systems, buildings or other resources, at any time. You will be notified in writing if the honorary association is terminated earlier than the date provided in this letter.

If you wish to end your honorary association with UCL, please contact the Head of Department for the department in this letter