



COUNCIL MEMBER HANDBOOK

Last updated May 2024

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Preface

- i. This document is intended to assist you with your duties and responsibilities as a UCL Council member. The document will sign-post you to further documentation/information contained in the briefing pack or weblinks on the UCL website.
- ii. We hope that you find this guidance helpful. If you have any questions in relation to its contents, or if any aspect of your role as a member of UCL Council is unclear, please feel free to contact David Pacey, University Secretary (d.pacey@ucl.ac.uk) and Anne Marie O'Mullane, Assistant Secretary to Council (a.omullane@ucl.ac.uk).

1. A Brief History of UCL

- 1.1. Founded in 1826 in the heart of London, UCL was established to open up education in England for the first time to students of any race or religion, becoming the first university in London. In 1836, London University was incorporated by Royal Charter under the name University College, London and UCL became one of the two founding colleges of the University of London, which was granted a Royal Charter in the same year. In 1878 UCL became the first university in England to admit women on equal terms to men.
- 1.2. In 1900, the University of London was reconstituted as a federal university with new statutes drawn up under the University of London Act 1898. UCL, along with a number of other colleges in London, became a school of the University of London. While most of the constituent institutions retained their autonomy, UCL was merged into the University in 1907 under the University College London (Transfer) Act 1905 and lost its legal independence.
- 1.3. In 1977, a new charter restored UCL's legal independence, although still without the power to award its own degrees. Under this charter the college became formally known as University College London. In 1993, a reorganisation of the University of London meant that UCL and other colleges gained direct access to government funding and the right to confer University of London degrees. In 2005, UCL was granted degree awarding powers and became known as UCL rather than the formal title: University College London.
- 1.4. Until recently, it was not possible for UCL, as a member of the federal University of London, to have University Title status. This changed in 2018 when the University of London Act was amended. Council approved the pursuit of University Title, with UCL embarking on an application process to the Privy Council to make the necessary changes to the Charter and Statutes, UCL's governing documents. Following the conclusion of this process, UCL was granted University Title status in April 2023. UCL remains a member of the University of London federation.

- 1.5. UCL is located in Bloomsbury in central London and UCL East at Stratford. UCL is also located at a number of other sites across London. London

the said United Kingdom: Provided that in the case of moneys and funds held by the College as trustees the powers conferred by this Statute shall be exercised subject to the provisions of the law relating to investment by trustees.

4. A. Subject to the proviso of sub-paragraph (B) below, to enter into any interest rate swap, any option to enter into an interest rate swap or any cap, collar, ceiling or floor in relation thereto, any forward rate agreement or any other hedging agreement similar in form or effect to the foregoing (each such agreement referred to hereinafter as a 'Hedging Agreement')

B. To determine from time to time the terms and conditions upon which a Hedging Agreement is entered into and to vary such terms and conditions, provided always that:

- i. entry into a Hedging Agreement is either:
 - a. a term or condition upon which money is borrowed or loan stock issued or subscribed for, or
 - b. otherwise entered into at the time of entering into borrowing or issue of or subscription for loan stock, and the sum of the notional principal amount of that Hedging Agreement shall not exceed the amount of monies required from time to time to repay such borrowing or to redeem or purchase such loan stock; or
- ii. the purpose and effect of entering into a Hedging Agreement is to hedge, vary or otherwise modify any financial arrangement which the College has entered into or is to enter into or the rights and obligations of the College under any such financial arrangement

- ii. Ensure that the terms of the delegated authority are clearly set out in writing to the delegate.
- iii. Ensure that they are kept informed and review on a regular basis the exercise by the delegate of his or her delegated authority.

B. Where any delegation is made it shall be on terms that:

- i. The delegate shall comply with the terms of his or her delegated authority.
- ii. The delegate shall not do anything that the Council does not have power to do.
- iii. The Council may wish with reasonable notice to revoke the delegation or vary any of its

All students, from all backgrounds, receive a high quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure.

All students, from all backgrounds, are able to progress into employment, further study, and fulfilling lives, and their qualifications hold their value over time.

All students, from all backgrounds, receive value for money.

- 3.3. All higher education providers in England are required to register with the OfS in order to be eligible to:
- Award degrees
 - Access student loans
 - Apply for research grant funding (through research councils and Research England) and teaching grant funding
 - Use 'university' or 'university college' in the title
 - Hold a Tier 4 sponsorship licence to recruit international students.
- 3.4. UCL registered with the OfS in July 2018. The registration of all providers is subject to ongoing conditions.
- 3.5. The OfS monitors all providers' compliance with the conditions on an ongoing basis by using information gathered from lead indicators, reportable events and other intelligence and sources of information. The OfS also undertakes random sampling of around 5% of providers each year for a monitoring visit as well as enhanced desk-based monitoring based on its risk assessment carried out on registration.
- 3.6. The OfS can impose a range of sanctions on a provider for breaches of conditions of registration:
- Enhanced monitoring or investigation
 - Monetary penalties
 - Suspension of registration with the OfS
 - Deregistration.
- 3.7. The conditions of registration with the OfS are as follows:
- A1-A2: Access and participation plan
 - B1-B5: Quality and standards
 - B6: Teaching Excellence and Student Outcomes Framework participation
 - C1: Guidance on consumer protection law
 - C2: Student complaints scheme
 - C3-C4: Student protection plan

Registration with the OfS –

President and Provost – Dr Michael Spence AC

– Muhammad Shaban Chaudhary (16

July 2023 – 15 July 2025)

Appointed

Eleven members (not employees of UCL or students), appointed by Council:

8.2. UCL is regulated by the Office for Students (OfS) and, as part of the OfS regulatory

- 8.9. Where a potential conflict arises, you must disclose the conflicting interests to the Council in sufficient detail for the Council to be able to give its informed consent. If the conflict involves another body that you owe duties to, you would also need to obtain the informed consent of that body. If the Council is satisfied that, despite the potential conflict, you can still comply with your duty to act in good faith in the interests of UCL as a whole then it might decide to authorise the conflict and you can continue to participate in relevant discussions and decisions. Where necessary, you should also seek the consent of the Council and/or the relevant other body to your not using or disclosing the confidential information of one body when performing your role for the other.
- 8.10. Where the Council does not authorise a conflict, or where an actual rather than a potential conflict arises, steps will be taken to ensure the conflict is appropriately managed. Steps could include being excluded from information, discussions or decisions (whether in meetings or otherwise) which will or might relate to the conflict matter, or, in exceptional cases, resigning from your position on the Council, the other relevant body, or indeed both. For a specific transaction, a conflict of interest may be sufficiently strong to necessitate a member taking no part in the discussion of that item, or being asked to withdraw from the meeting for the item, at the discretion of the Chair.
- 8.11. All members of Council are expected to conduct themselves in a manner appropriate to public office holders and to adhere to the seven principles of public life which were set out by the Committee on Standards in Public Life (the Nolan Principles) for the benefit of individuals who serve the public in any way.
- 8.12. Council member must also not receive any personal benefit from UCL unless it is properly authorised and is clearly in UCL's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.
- 8.13. Council members must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence (sound judgement). There must be appropriate safeguards and measures to protect UCL's assets. Inappropriate risks should not be taken with UCL's assets or reputation. UCL must comply with any restrictions on spending funds and rules on borrowing.
- 8.14. Council members must act with reasonable care and skill, making use of any specific skills and experience. Council members must give sufficient time and energy to the role and actively participate.
- 8.15. Council members must ensure UCL complies with statutory and reporting requirements, ensuring accountability for functions and decisions that are delegated to staff and volunteers.

Useful Links:

efficiently and effectively, and that regular and satisfactory reports are presented to Council.

- 10.3. The Chair should ensure that Council acts in accordance with the instruments of governance of UCL (i.e. the Charter, Statutes and Regulations for Management) and with UCL's internal rules and regulations, and should seek advice from the Secretary to Council

- 10.12. The Chair should at all times act in accordance with established protocols for the use of delegated authority or Chair's Action [*Statute 9*]. All instances of the use of delegated authority or Chair's Action should be reported to the next meeting of Council.
- 10.13. The Chair should endeavour to establish a constructive and supportive but challenging working relationship with the Provost, recognising the proper separation between governance and executive management, and avoiding involvement in the day-to-day executive management of UCL.

External role

- 10.14. The Chair will represent Council externally, in consultation with the Provost and senior officers of UCL as the Chair sees fit, including as a member of the Committee of University Chairs.

Personal

- 10.15. The Chair will have a strong personal commitment to higher education and the values, aims and objectives of UCL.
- 10.16. The Chair will at all times act fairly and impartially in the interests of UCL as a whole, using independent judgement and maintaining confidentiality as appropriate.
- 10.17. The Chair is expected to attend all meetings of which he/she is Chair or a member, or give timely apologies if absence is unavoidable.
- 10.18. The Chair may wish to make himself/herself available to attend induction/training events organised by UCL or other appropriate bodies such as Advance HE.

11. Roles and

- 11.17. The Secretary is required to form effective working relationships with the Chair of Council and the Provost. The Secretary is required to consult the Provost and keep him/her fully informed on any matter relating to Council business (other than in relation to the Remuneration Committee's consideration of the Provost's emoluments).
- 11.18. The Secretary is required to advise the Chair of Council in respect of any matters where conflict, potential or real, may occur between Council and the Provost.
- 11.19. The Secretary will be required to form effective working relationships with other senior managers in UCL in order to facilitate the effective conduct of Council business.
- 11.20. Council will make arrangements to safeguard the Secretary's ability to carry out his/her duties.

Personal

- 11.21. The Secretary will have a strong personal commitment to higher education and the values, aims and objectives of UCL.
- 11.22. The Secretary will at all times regulate his/her personal conduct in relation to Council and UCL in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership, and maintain confidentiality as appropriate.
- 11.23. The Secretary will participate in procedures established by Council for the regular review of his/her performance as Secretary. These procedures will be separate from procedures for the appraisal/review of any other responsibilities the Secretary may hold.
- 11.24. The Secretary is required to maintain a high standard of personal and professional self-development.

12. Confidentiality

- 12.1. Council business that is Confidential is restricted to matters which are commercially sensitive, or where disclosure might lead to damage or loss to UCL and/or third parties, or to matters relating to individuals where disclosure might infringe their rights to privacy. Members must not disclose matters which are in papers (or separately) designated as confidential, or the discussion of those items. The decision on which items are confidential is a judgment for Council. Approval of the agenda is delegated to the Chair, but it is entirely proper that members should be able to discuss whether or not a particular item should be confidential.
- 12.2. 'Open' business consists of those types of recorded information (e.g. papers or

case of open business, it is important that members are mindful of the principle of collective decision-

Extract from CUC Guide for Members of Higher Education Governing Bodies in the UK (November 2009):

Personal Liability

1.19 The law relating to the personal liabilities of members of governing bodies is complex and its interpretation is, of course, ultimately a matter for the courts. This guide does not attempt a statement of the law, but offers general guidance on conduct, to avoid actions which could involve a personal liability. Members of governing bodies should satisfy themselves that they understand their own position in their particular institution, and should:

act honestly, diligently and in good faith

be satisfied that a course of action proposed is in accordance with the institution's statutes or instruments and articles of government

not bind the institution to a course of action which it cannot carry out

ensure that the institution does not continue to operate if it is insolvent

seek to persuade colleagues by open debate, and register dissent if they are concerned that the action would be contrary to any of the above.

avoid putting themselves in a situation where there is actual or potential conflict between their interests and those of the institution.

1.20 If this advice is followed it is unlikely that personal liability could arise, particularly since the powers and responsibilities of governing bodies are exercised in a collective manner and decisions are made by formal resolution. Moreover, the higher education institution is a separate legal entity, distinct from its members or officers. However, claims may be made in relation to the collective decisions and actions of the governing body. The Funding Councils have drawn the attention of governing bodies to the desirability of taking out insurance against the costs of any claims of negligence that may be made against members of the governing body in carrying out their duties. Institutions have been given details of brokers who offer appropriate schemes.

1.21 Institutions may consider it appropriate that members sign an undertaking that they understand and accept the responsibilities they are taking on.

- 13.5. The CUC Guide also includes the following note to governing bodies on legal compliance:

“Governing bodies should ensure that their institutions comply with all relevant legal requirements – for example those relating to health and safety; human rights; data protection; freedom of information; race relations; gender, age and disability discrimination – and other legal obligations, such as contracts made in the institution's name. They should also ensure that appropriate processes and procedures are in place to achieve such compliance.”

- 13.6. UCL holds a 'Directors & Officers' insurance policy with a cover of £22m which covers all members of UCL Council (external, staff and student members) on any one claim basis and in the aggregate basis. The D&O policy is worldwide with some minor exclusions on what is covered. The policy states that those persons covered

by the policy 'are covered in their personal capacity against damages and legal costs and expenses arising from claims made against them by reason of wrongful acts committed by them in their capacity as [members of Council]'. Moreover, in the event that a higher education institution is no longer financially viable, the members of the governing body have no financial liability.

- 13.7. UCL engages in business activities involving Australia and as a result must comply with relevant Australian laws. Non-compliance with such laws may risk the imposition of liability on UCL as an organisation and/or on the trustees personally. This is similar to the position in the United Kingdom. The risk to trustees of personal liability in Australia is considered very low. In Australia, personal liability of officers tends to arise where there has been reckless, negligent or dishonest involvement in contraventions of Australian law (statutory and common law). Penalties depend on the severity and nature of the contravention and the degree of an individual's personal involvement, ranging from administrative actions, civil liability, criminal penalties and common law remedies. The comments in this section 11 as to discharging duties and mitigating exposure under UK law are also largely applicable for Australian law purposes.
- 13.8. As part of the starter declaration form, UCL asks new Council members to sign an undertaking that they understand and accept the responsibilities they are taking on.

Further reading:

[Charity Commission guidance CC3 The essential trustee: what you need to know, what you need to do](#)

14. Personal Data

- 14.1. The Secretariat may collect, use, store and transfer different kinds of personal data about our Council members. This is such as to manage our relationship with Council members as well as to fulfil UCL's legal, compliance and contractual obligations. A pri

Information relating to disqualifications and fitness to act as a trustee;
Diversity data including disabilities, sex, ethnicity, sexual orientation.

- 14.3. The secretariat holds a list of contact details for members of Council, from which member email addresses and phone numbers will be made available to other Council members as well as to selected UCL colleagues as required (e.g. the Provost's Office, the Office of the Vice-President (External Engagement)).
- 14.4. Council members, including Elected members, will be asked to provide their mobile contact number in case contact by the Chair or secretariat is required or for the purposes of business continuity should we be unable to contact you through other means.
- 14.5. In order that UCL can carry out operations in Australia we are obliged to register as a foreign company and provide various documents to the Australian Securities and Investments Commission (ASIC) and to the Australian Charities and Not-for-profits Commission (ACNC). These documents include a list of the members of the Council and the following detail. The data supplied to the ACNC is as follows:
- full name
 - position held in organisation: Board Member
 - date of birth
 - residential address
 - mobile phone number
 - email address
- The information available as a matter of public record on ACNC is the name of the Council member and their position on Council.
- 14.6. Recent amendments to the Corporations Act 2001 in Australia have introduced an obligation for all directors of Australian companies to obtain a "Director Identification Number" (DIN). UCL Council members are obliged to apply for a DIN as UCL is a foreign body corporate registered in Australia. The DIN is a 15-digit identifier that is unique to the individual and remains with them for life. The rationale for the introduction of DINs is to track director's relationships with failed companies and prevent the f

- 15.1. UCL can reimburse, in line with the UCL Expenses Policy, expenses incurred by Council members in fulfilling their duties on Council. This can include, for example, child and other dependent care costs, as well as the cost of travel and overnight accommodation where appropriate.
- 15.2. Expenses claims are submitted to UCL Accounts Payable by the Secretariat. To claim expenses, please contact Olivia Whiteley (o.whiteley@ucl.ac.uk) providing details of the expenses incurred and copies of original receipts or booking confirmations.

16. Governance Structures

Key Governance documentation

- 16.1. UCL's instruments of governance are the Charter and Statutes and UCL's

internal control systems), the Audit Committee conducts a high level review of the arrangements for internal control and data quality, with regular consideration of risk and control, as well as of the adequacy and effectiveness of procedures surrounding the management and quality assurance of data submitted to the Higher Education Statistics Agency (HESA), the OfS, the UKRI, the Student Loans Company, and other bodies. The Committee is also responsible for meeting with the External Auditor to consider the nature and scope of the annual audit, and thereafter discuss audit findings, the management letter and internal control report arising out of the audit of the annual financial statements. The Audit Committee reviews the annual financial statements, paying particular attention to financial disclosures, accounting adjustments and control issues. The Audit Committee also performs a 'whistleblowing' function by monitoring the effectiveness of UCL's Policy on Public Interest Disclosure.

- 16.4. The Finance Committee comprises external members, the Provost and academic staff members. The Committee meets at least four times annually, and is chaired by the Treasurer. Inter alia, it recommends to the Council UCL's annual revenue and capital budgets, the acquisitions or disposals of land or buildings, monitors performance in relation to the approved budgets and reviews UCL's annual financial statements with regard to UCL's financial performance and strategy. The Committee also receives and considers reports from the OfS and UK Research and Innovation (UKRI) as they affect UCL's business and monitors adherence with the regulatory requirements.
- 16.5. UCL operates a system of delegated authorisation on activity committing UCL to expenditure or delivering a service. Council members should note the limits for approval with respect to Council and Finance Committee, as set out at terms of reference 11 and 12 of Finance Committee:

Subject to any general or particular direction that may be given from time to time by Council, the Finance Committee is charged by Council to:

11. On the advice of the Estates Committee, consider and, if thought appropriate, approve the financial implications of capital projects, relating to expenditure exceeding £10 million including the detailed evaluation of business cases and proposals exceeding £5m for acquisition or disposal of freehold fW1e0.000008871 0 59()-4(C)50

of those members appointed as Chair of Investments Committee. It governs,

- 17.2. Council should also have regard to the CUC Higher Education Code of Governance with respect to academic freedom (extract from Element 2.7 below):

The governing body must understand and respect the principle of academic freedom, the ability within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges. The governing body must understand its responsibility to maintain, promote and protect the principle of academic freedom.

Useful Links:

[CUC Higher Education Code of Governance](#)

18.

- 18.1. UCL's Charter and Statutes provide for a Students' Union:

The UCL Union shall consist of all registered Students of the College, together with other such persons as under its Constitution it may determine. Any registered student shall, however, have the right to opt not to be a member of the UCL Union and may exercise that right in accordance with procedures prescribed and published by the Union. (Statute 16)

- 18.2. [Students' Union UCL](#) (SU UCL) is the UCL Union and provides the student community with advice and support, a recognised channel of representation and activities including clubs and societies, among other services. The [purpose of the Union](#) is set out as follows:

We exist for the advancement of education of students at UCL for the public benefit by:

SU UCL Education Officer and President

Interim Vice-President (Strategy) – Professor Paola Lettieri
Vice-Provost (Education & Student Experience) – Professor Kathy Armour
Vice-Provost (Faculties) – Professor Anthony Smith
Vice-Provost (Research, Innovation & Global Engagement) (RIGE) – Professor Geraint Rees

Deans of Faculties

Pro-Provost (UCL East)

- 19.4. The University Management Committee (UMC) supports the Provost in the exercise of his delegated authority from Council (see paragraph 2.1). UMC is the senior executive body of the University, with its own sub-committee structure across the principal function areas.
- 19.5. The Charter and Statutes provide for the Faculties of UCL as determined by Council on the advice of Academic Board. Each Faculty comprises one or more Academic Units which are determined and assigned by the Council on the advice of Academic Board.
- 19.6. There are [11 Faculties](#), as set out in UCL Regulation for Management 10:
- Arts and Humanities
 - Built Environment
 - Brain Sciences
 - Engineering Sciences
 - UCL Institute of Education
 - Laws
 - Life Sciences
 - Mathematical and Physical Sciences
 - Medical Sciences
 - Population Health Sciences
 - Social and Historical Sciences.
- 19.7. The Vice-Provost (Faculties) has responsibility for overseeing academic planning across the Faculties.

Useful Links:

- [Information on the Leadership Team](#)
- [A list of UCL academic units organised by Faculty](#)
- [A list of the Heads/Directors of those academic units](#)

20.

- 20.1. UCL's mission is to be 'London's Global University: a diverse intellectual community, engaged with the wider world and committed to changing it for the better; recognised for our radical and critical thinking and its widespread influence; with an outstanding ability to integrate our education, research, innovation and enterprise for the long-term benefit of humanity'. The UCL Strategic Plan 2022-27 was developed through a year-long consultation with our community and stakeholders, where we reviewed our progress in research, education and innovation and reset our goals for the next period of our development. The Strategic Plan's development has taken place in the context of an ongoing commitment to the vision and mission set out in UCL 2034. The Strategic Plan is also enabled by a number of supporting strategies:

closely with UCL's mission. The London Office works collaboratively with internal colleagues at UCL to ensure the best delivery for our partners.

Borough engagement and local government

- 22.4. UCL is committed to being a good neighbour locally, which in turn can make a global impact. Our three borough partnerships are at the heart of this.
- 22.5. Our longest standing memorandum of understanding (MoU) is with **Camden Council**, which was signed in 2020. We have a strong collaborative relationship with Camden which is demonstrated by UCL's participation in the WeMakeCamden strategy summit as well as through our representation of UCL at the Camden STEAM Board.
- 22.6. In recognition of the opening of UCL East on the Queen Elizabeth Olympic Park, UCL signed a MoU with **Newham Council** in December 2022. This established a strategic partnership to strengthen work between UCL and Newham in supporting ambitions to 'building a fairer Newham', but ensuring residents are at the heart of all they do, and working with UCL aligns with this to share the global leading research and opportunities at a local level.
- 22.7. Our newest partnership is with **Islington Council**, who signed an MoU with UCL in November 2023. The partnership is directed to towards Islington's core commitment to 'make Islington fairer'. The partnership outlines our shared priorities in supporting local jobs and business, creating a greener borough, safe communities, supporting young people and creating safe housing.
- 22.8. Over the past year we have positively increased our engagement with the **City of London Corporation**, engaging actively with the past two Lord Mayors and current Lord Mayor. This engagement has resulted in our Provost's inclusion on the City of London's 7-year Strategic Advisory Board, and we have hosted two events for the

Education (schools and higher education)

22.11. In 2012, UCL was the first university in England to become the sole sponsor of an academy school – the UCL Academy. Since opening in September 2012, UCL has provided a range of unique opportunities to support its development, led by the London Office since September 2022. Serving a diverse, comprehensive student population in Camden, the UCL Academy’s curriculum has been inspired by the vision of UCL. The London Office team offer a series of activities to add value to the UCL Academy students experience throughout the academic year. The team also manage our relationship with **London Higher**, a membership organisation for all London universities and HE colleges.

London regional networks

22.12. The Knowledge Quarter (KQ) is a consortium of over 100 partner organisations that offer diverse knowledge resources and services in a small area around King’s Cross, St. Pancras, Euston, and Bloomsbury in London. Creating an opportunity for UCL in terms of our proximity as well as our partnership with British Land, the KQ have recently moved into the mission oriented co-working space ‘ImpactHub’ based in Regent’s Place. We intend to further explore this next academic year. We also continue to engage with the **Greater London Authority (GLA)**.

UCL East

22.13.

about UCL London Office activity, please contact Professor Alan Thompson, Pro-

- 24.1. UCL Estates, comprising Estates Operations and Estates Development, manages UCL's entire estate and its facilities infrastructure. This includes property acquisition and management, capital projects, engineering and maintenance, environmental sustainability, safety, security, cleaning, student residences and central room bookings.
- 24.2. UCL's extensive building and refurbishment programme – Transforming UCL – is well under way comprising of a £1.25 billion investment.

UCL East

- 24.3. UCL's brand new campus, UCL East, began to open on Queen Elizabeth Olympic Park in Autumn 2022. It is part of the East Bank development, London's new culture, innovation and learning quarter, which is a legacy of London 2012. The first UCL East building to open was One Pool Street. A second, larger building called Marshgate opened in September 2023. UCL East is now home to over 50 new degree programmes and research in interdisciplinary fields that build on UCL's existing reputation for collaboration, disruption and innovation. These range from biodiversity and decarbonising transport to inclusive design, robotics, AI, and manufacturing. Our new campus will give us the scale and space we need to turn

Student Centre

- 24.9. Opened in 2019, the Student Centre is located on Gordon Street on a former World War II bombsite. It has 1,100 study spaces, with settings ranging from quiet study to collaborative areas. The Centre is designed as a 'one-stop' location which houses UCL's Student Enquiries and Student Wellbeing Centres, drop-in services to seek advice on disability, mental health, and wellbeing issues. It is open 24 hours a day, seven days a week, every single day of the year. It is one of only several hundred buildings worldwide to have achieved a BREEAM "Outstanding" rating.

Useful Links:

[UCL Student Centre](#)

25. Compliance

- 25.1. A compliance webpage sets out information on how matters of compliance are managed across UCL, including policies which describe how UCL discharges its responsibilities in order to ensure compliance with its legal obligations.
- 25.2. The following areas are covered:
- UCL Anti-corruption and Bribery Policy
 - Brexit
 - Consumer Protection
 - Data Protection
 - Dignity at UCL
 - Disclosure of Conflict and Declaration of Interest Policy
 - Equality at UCL
 - Fraud Policy
 - Freedom of Information
 - Freedom of Speech
 - Gifts and Hospitality Policy
 - Intellectual Property Policy
 - Joint Research Office
 - Modern Day Slavery Statement
 - Office for Students regulatory framework and ongoing conditions of registration
 - Open Access
 - Public Interest Disclosure Policy
 - Research Ethics
 - Research and Innovation Services
 - Right to Work and Immigration
 - Safeguarding
 - Safety Services
 - Student Visa Engagement Monitoring Policy and Guidance
 - Supply Chain

UCLB: UCL Business
UCLP: UCL Partners
UKRI: UK Research and Innovation
UMC: University Management Committee
USS: Universities Superannuation Scheme
UKDRI: UK Dementia Research Institute
UUK: Universities UK

28. Secretariat Contact Details

University Secretary

David Pacey

Email: d.pacey@ucl.ac.uk

Phone Number: 020 3108 5733

Assistant Secretary to Council

Anne Marie O'Mullane

Email: a.omullane@ucl.ac.uk

Phone Number: 020 3108 8930

Governance Manager

Olivia Whiteley

Email: o.whiteley@ucl.ac.uk

Phone Number: 020 8138 7436

Governance Officer

Natalie Connor

Email: n.connor@ucl.ac.uk

Phone Number: 020 3108 7378

Appendix One Privacy Notice

Purpose	Lawful Basis
<p>Declaration of willingness and fitness to act as a trustee of UCL.</p> <p>We may also process criminal convictions data from collecting information in connection with your appointment as a trustee.</p>	<p>We may process your criminal convictions data in order to comply with, or assist a third party to comply with, a regulatory requirement that requires the taking of steps to establish whether a person has: (i) committed an unlawful act, or (ii) been involved in dishonesty, malpractice or other seriously improper conduct do so.</p> <p>Where we are relying on a legal basis other than those set out above, we will inform you of the legal basis before we start processing based on that legal ground.</p>
<p>To manage our relationship with you as a member of Council</p> <p>We will use your personal information to:</p> <ul style="list-style-type: none"> manage your appointment to UCL Council; communicate with you relating to performing your role and about UCL generally, e.g. in the form of e-newsletters and email bulletins in order to keep you informed about important developments at UCL and relevant events at UCL; support effective communication between yourself and other members of Council and Council Committees; support your training, health, safety and welfare requirements and to make any necessary arrangements or adjustments in the case of disability; register your attendance at UCL events which you have requested to join; carry out any necessary investigations in relation to you or another person; provide you with access to relevant systems to undertake your role and manage your use of facilities; maintain absence records; 	<p>For all personal data:</p> <p>Compliance with a legal obligation In this context we may process personal data in order to comply with our legal obligations, e.g. in respect of charity law.</p> <p>Performance of a task in the public interest UCL will be processing personal data in its capacity as a public authority in connection with its core purposes of education, research and innovation. Please see our Statement of Tasks in the Public Interest for further information.</p> <p>Vital interests Your personal data may be processed by UCL and transferred to the emergency services where this is required to protect your vital interests.</p> <p>Legitimate interests The processing of your personal data may be necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by your interests or by fundamental rights and freedoms which require protection of personal data.</p>

Purpose	Lawful Basis
<p>monitor compliance by you with UCL's policies and legal obligations; and</p> <p>monitor your use of our networks to protect the security and integrity of UCL's IT network and information and electronic communications systems. Please see UCL's Policy on Monitoring Computer and Network Use for further guidance on the monitoring that we may carry out.</p>	<p>For special category personal data:</p> <p>Vital interests Your special category personal data may be processed by UCL and transferred to the emergency services where this is required to protect your vital interests.</p> <p>Legal claims Your special category personal data may also be processed by UCL where this is necessary for the establishment, exercise or defence of legal claims.</p> <p>Consent In relation to managing any reasonable adjustments requested, we will generally seek to obtain your consent to the processing of your special category personal data for this purpose.</p> <p>Equality of opportunity or treatment We process special category personal data in</p>
<p>We may process special category personal data e.g. data relating to health in order to make reasonable adjustments. We may process criminal convictions data where it affects your ability to continue your appointment to Council.</p>	

Purpose	Lawful Basis
<p>Internal, external and statutory reporting, audit and other legal obligations, including compliance with legal entity registration requirements and monitoring equality of opportunity or treatment</p>	<p>Where we are relying on a legal basis other than those set out above, we will inform you of the legal basis before we start processing based on that legal ground.</p> <p>For all personal data:</p> <p>Compliance with a legal obligation</p>

We will use your personal information to:

- comply with our legal obligations, including relating to organisational group entities' registration requirements with governmental bodies and regulators (including UCL group organisations situated abroad), regulatory obligations, public authority obligations and our obligations under freedom of information law (requiring *information to be made publicly available*);
- share with organisations that UCL works with to the extent required for the purposes of due diligence compliance checks, for example relating to anti-money laundering;
- produce statistics and research for internal and statutory reporting purposes;
- manage our accounts and records, including *information to be made publicly available* (such as minutes published on UCL's website);
- maintain UCL's registration with the Australian Charities and Not-for-profits Commission (ACNC);
- maintain UCL's registration on the Register of Apprenticeship Training Providers; and

Purpose

Purpose	Lawful Basis
<p>Your personal data may also be processed by UCL in a social media context, including where students are given permission to take over a particular UCL-operated social media account for a specific time period. For example, we may publish an interview with you or information about your work on our social media platforms, or share photographs or other images of you. This will generally be for UCL's marketing/publicity purposes.</p>	

- 4.4 Please note that where the provision of personal data is a statutory requirement and you do not provide us with the personal data required, UCL may not be able to process your appointment to UCL Council, as applicable.
- 4.5 We do not generally process your personal data based on your consent (as we can usually rely on another legal basis). If we do process your personal information based on your consent, we will inform you of this before we start the processing and you will have the right to withdraw your consent at any time. See "Your Rights" in section 9 below.
- 4.6 We do not use automated decision making (where an electronic system uses personal data to make a decision about you without human intervention) or profiling (where an electronic system uses personal data to try and predict something about you).
- 4.7 We may also anonymise your data, meaning data from which you cannot be identified, and use this for the purposes of:
- evaluating the skills and effectiveness of Council and Council Committees (for example, by completion of a skills matrix); and
 - submitting (via UCL Human Resources, who store named data internally) UCL's annual data return to HESA.
- 4.8 We will only use your personal data for the purposes for which we collected it, unless we reasonably consider what we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

5.

5.1 Your personal data will be collected and processed primarily by UCL staff. Access to

- 6.2 Where we transfer your personal data across national boundaries to a third party, such as one of our service providers, we will protect your personal data by ensuring that those transfers are made in compliance with all relevant data protection laws. Generally, this means where we transfer your personal data to a third party that is located in a country which does not have adequate privacy protection, we will put in place a contract with the third party that includes the standard international data transfer contractual terms approved by the Information Commissioner's Office.
- 6.3 For further information on the measures in place, please contact us using the details set out under section 9.5 below.

7.

A right to restrict our processing of personal data held by us about you. This right will only apply where, for example, you dispute the accuracy of the personal data held by us; or where you would have the right to require us to erase the personal data but would prefer that our processing is restricted instead; or where we no longer need to use the personal data to achieve the purpose we collected it for, but we require the data for the purposes of dealing with legal claims or due to having overriding legitimate grounds to use it;

A right to receive personal data which you have provided to us in a structured, commonly used and machine-readable format. You also have the right to require us to transfer this personal data to another organisation;

A right to object to our processing of personal data held by us about you where we are relying on a legitimate interest (or those of a third party), and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms;

A right to withdraw your consent where we are relying on it to use your personal data. Note that a withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal; and

A right to ask us not to use information about you in a way that allows computers to make decisions about you and ask us to stop.

9.2 In certain circumstances, we may need to restrict your rights in order to safeguard the public interest (e.g. the prevention or detection of crime) and our interests (e.g. the maintenance of legal privilege).

9.3 If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

9.4 You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: UCL, Gower Street, London WC1E 6BT.

9.5 Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below: Data Protection & Freedom of Information Officer data-protection@ucl.ac.uk.

10. Complaints

10.1 If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

10.2 If we are unable to adequately address any concerns you may have about the way in