

The University of Oxford



Form of Undertaking for Signature by Visitors Working in Departments and Faculties

I acknowledge that the permission given to me to work in the Ruskin School for the period from XXXX to XXXX is subject to the following conditions, and may be withdrawn without notice if I fail to abide by them.

1. I will comply with the terms of the University's *Statutes and Regulations* ("the University Statutes"); and will honour codes of practice which are published under the authority of the University Statutes.
2. I will comply with all School regulations, codes and guidelines published from time to time; and pay any bench fees and charges which may be prescribed there for the facilities which I use.
3. I accept that my use of IT facilities via the University's computer network is subject to the rules and regulations published on the university's web site (<http://www.ox.ac.uk/it/index.html>): I undertake to read them before making use of the facilities.
4. I accept that the terms of the University Statutes relating to intellectual property apply to me; and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce.
5. I will treat details of any procedures, projects or research of which I become aware in the course of my work or my visits to the School as strictly confidential. I will not disclose such information to any person unless I have express written permission to do so, or the information is already clearly in the public domain.
6. I consent to the processing of the personal data contained in this form, and any other personal data which I may provide to the University whilst I am a Visitor. Such data may be used for purposes connected with my work in the School, for the protection of my health and safety whilst on University premises, and for any other purpose sanctioned under data protection legislation.
7. I will leave the premises on or before DATE. I will not remove any item which is not mine from the School without the written permission of the Head of School.
8. At no time will I use University or School facilities for my own business purposes, and I recognise that I have no right to the use of such facilities for personal purposes.
9. At no time will I represent to any party that I am authorised to speak on behalf of the University or the School, or to sign any document on behalf of the University or the School. I will not use any of the names, marks, logos or letterheads of the University or the School except in the course of my participation in a University project and with the prior written permission of the Head of School.

10. I confirm and warrant to the University (a) that I have provided the School Administrator with a written declaration, detailing any materials owned by me or by a third party which I intend to introduce to the School; and (b) that I am an independent artist/researcher, and that none of the commitments above will conflict with any obligations to an employer or to any other party.

STATUS

11. Nothing in this agreement shall render me an employee, worker or agent of the University and I shall not hold myself out as such.

12. This agreement constitutes a contract for the provision of services and not a contract of employment and accordingly I shall be fully responsible for and shall indemnify the University for and in respect of:

(a) any income tax, National Insurance and Social Security contributions and any other liability, deduction, contribution, assessment or claims, where such recovery is not prohibited by law. I shall further indemnify the University against all reasonable costs, expenses and any penalty, fine or interest incurred or payable by the University in connection with or in consequence of any such liability, deduction, contribution, assessment or claim;

(b) any liability for any employment-related claim or any claim based on worker status (including reasonable costs and expenses) brought by me against the University.

Name:

Address:

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Signature:

Date: