Confidentiality Statement

Applicable to all types of External Experts including External Examiners, External Academic Advisers, External Practice Led Advisers, Validation External Panel Members, Special Validation External Panel Members, Programme Enhancement Review External Panel Members, and Student Panel Members.

(i) In the course of your appointment, you may come across confidential information.

This is defined as: *any commercial or technical or scientific information including, without limitation, business, statistical, financial, marketing and personnel information, data, specifications, drawings, films, designs, samples, models, equipment, computer readable media and information of all kinds and in whatsoever form, tangible or intangible, belonging to either the University or a third party in circumstances where the University has agreed to keep such third party's information confidential and which is disclosed to you in writing or if disclosed orally, is identified as confidential at the time of disclosure; and subsequently confirmed as confidential in writing.*

You agree to keep such confidential information confidential and not to use or disclose such confidential information to any third party unless such information is:
a) made public at any time by the University or third party whose confidential information it is or by others with the permission of that Party;
b) lawfully in your possession before the date of receipt without any obligation to maintain the confidentiality thereof;
c) in public domain;
d) independently received from a third party who is free to disclose it;
e) is the subject of a legal requirement for disclosure.

(ii) As an individual who is working on the University's behalf, you have a responsibility to act in accordance with the UWE Bristol Data Protection Policy. Please ensure that any information that is downloaded from the UWE controlled IT system is suitably stored and protected. Further guidance on handling sensitive personal data in accordance with UWE guidelines can be accessed through reading the policy [here](#).