Affiliates - Guidance Notes for Sponsors

Introduction
The Affiliates system is designed to provide those individuals who have a relationship with the University, but are not paid or taught by it, access to University privileges such as a campus card and access to IT, library and other services. Examples of valid Affiliates are research partners, visiting researchers, agency staff and staff in the Education and Training Consortium.

Data Protection
As part of the Affiliates process you will be asking the Affiliate to provide you with personal information about them so that you can complete the application process. When you ask for the Affiliate’s information, you should explain that we need that information to consider the application - including confirming identification details where relevant - and to administer the Affiliate’s record; and that such information will be processed in accordance with data protection legislation. The Affiliate will be given further information about this once the application has been approved.

You must keep this data secure and confidential as required by the law and you must observe the University’s requirements as set out on the University’s Data Protection pages.

In particular, you must securely dispose of any personal information that you have collected from the applicant once you have uploaded it into the application form.

The role of the Affiliate Sponsor
Your role is to make the application on behalf of the Affiliate, to vouch for them, justify their access to University privileges, and be the link between the Affiliate and the University.

Who can be an Affiliate?
Affiliate status shouldn’t be given by default. It should only be given where it is necessary for the Affiliate to carry out their duties in relation to the University. Neither should Affiliate status be given as a reward for other benefits that a person might bring to the University.

The Affiliate Request Forms
The Affiliate request forms are available on the Affiliates web page.

On this page, choose the link to Request, Renew or Remove.

Use your University login and password details to access the Affiliates system.

The resulting screen contains some background information for you to read. It also contains links to three request forms:
Depending on the nature of your request please click on the relevant link to access the form. There are a few points for you to note when completing the forms:

- fields marked with an asterisk (*) are mandatory.
- some fields have a ☰, which you can click for further information.
- the request will need to be authorised by an Authoriser in your school or service – choose one from the drop-down list.

**New Affiliate Applications**

Please note the following points when completing the form for a new Affiliate:

- the length of affiliation must be between a minimum of four weeks to a maximum of five years.
- if you request a University (@hud.ac.uk) email address for the Affiliate, you will need to provide additional justification; there are only limited circumstances where a University email address will be provided for someone who is not a member of staff or student.
- you will be asked whether the Affiliate must complete the mandatory health and safety training courses. The default response is Yes. For more information on who is required to complete this training please see the knowledge article “Health and Safety Online Training” in the FAQs list (top right).
- if the Affiliate is not connected with a ‘trusted organisation’ with which the University has a very close relationship (such as the Students’ Union or the International Study Centre), the Affiliate will need to provide documentary evidence of their ID and address. **It is important that you explain to the applicant why you need this information.**

**Renewal/Removal Applications**

To correctly identify the Affiliate for whom the request is submitted please provide their Affiliate Number, this can be found on their campus card.

Deactivation requests are not required for Affiliates that have left at the agreed end date - these accounts will expire automatically.

Once you have completed the form, click Submit to send it to your chosen Authoriser. Make a note of the request number as this will be used in all correspondence.

Remember to log out of the Affiliates system when you have finished.

**What happens next**
If the Authoriser rejects the application, you will receive notification by email.
If this happens, you will need to re-submit the application from the beginning.

If the Authoriser approves an application for a new Affiliate, it then goes through the following stages:

1. an **Administrator** in your school or service will contact the applicant and ask them to accept the University’s ‘T&Cs’ which include key University policies such as the **Computing Regulations, Data Protection** and **Health and Safety policies**, and that they agree that we can process their personal data in connection with their affiliation with the University.

   **If after 28 days, the applicant has not accepted our T&Cs, their application will be terminated.**

2. Once the T&Cs have been accepted, IT Support and other teams will create the various accounts required by the Affiliate, as set out in the application.
3. You will be notified by the Administrator of the Affiliate’s account details, and they should then be ready to access University systems.
4. If a Campus Card has been requested, it can be collected from Library Reception Mon-Fri 9am-5pm.

   If the Authoriser approves requests for extensions or deactivation of accounts, the request will be submitted directly to the IT Support team. They will extend/terminate the Affiliate’s account and once completed you will be notified via email.

**If you have further questions, or need assistance**
Please contact IT Support (ext. 3737, or via email).