

Memorandum of Understanding (MoU) between Durham University and Durham University Retired Staff Association (DURSA)

The Aim of DURSA is to provide a way for all retired members of staff to remain part of the wider University community. For the avoidance of doubt, nothing in this MOU will be deemed to confer on any DURSA member employment status, nor confer to any DURSA member in general any rights to hold themselves out as an employee or agent of Durham University. Durham University is pleased to recognise DURSA as part of the University community and to offer the following services for DURSA members:

1. A database of DURSA members will be maintained by the Alumni Relations team within the Development and Alumni Relations Office and the University will ensure that any DURSA member information maintained by the University will be maintained and administered pursuant to the requirements under the Data Protection Act 1998.
2. A postal address will be maintained at the Development and Alumni Relations Office.
3. The Treasurer of the University will hold the DURSA bank account. A cost centre and account codes will be set up for the use of DURSA. The account will be facilitated by the Alumni Relations team within the Development and Alumni Relations Office.
4. Events organised using University facilities will be facilitated via Event Durham, with charges for room hire and catering applied at the appropriate internal University rates.
5. Members of DURSA will be provided with a campus card with the designation 'Retired staff'. The campus card will not provide access to University buildings or car parks that require swipe card access, however access to all other buildings and facilities will continue to be available. Access to University car parks is currently under review and members of DURSA will be informed of any changes to access.
6. Members of DURSA may apply for membership of the University Library, which confers reading and borrowing rights. Where Library membership is applied for the campus card will act as the Library access and borrowing. Membership would be for an initial period not exceeding three years, renewable for three yearly periods.

7. Members of DURSA who are still research active and who wish to have continued access to electronic resources via the academic network will continue to need a sponsorship letter from the relevant Head of Department and they may be required to enter into a separate confidentiality undertaking with the University.
8. Members of DURSA requiring occasional access to the Library's electronic resources may use the 'Walk In' terminals in each of the University Libraries. This does not require a user name or password.
9. Members of DURSA who so wish will be provided with a University e-mail address. In the first instance these will use the durham.ac.uk suffix but the University is currently developing its e-mail systems and reserves the right to transfer retired staff accounts to a new suffix (for example fred.bloggs.retiredstaff@durham.ac.uk) at a future date. Any transfer will be facilitated by the use of automatic forwarding facilities for a period of time. If members apply to retain a University email address, the email address and campus card will be valid for one year, renewable annually.
10. The University IT Service Desk will be pleased to support retired staff with enquiries on using University systems but is unable to support personal communications, hardware or software problems.
11. The Development and Alumni Office will circulate information on University news and developments to DURSA members.
12. The University, at its sole discretion, reserves the right to withdraw the services normally conferred by membership of DURSA from any DURSA member whose conduct contravenes University policy, procedures or regulations, or who acts in a manner that brings the University into disrepute or who acts outside the scope of the terms of this MOU.

DURSA acknowledges that its members form part of the University community and undertakes to honour the following conditions:

1. That copies of the DURSA Annual Accounts shall be forwarded to the University Treasurer.
2. That, if a member leaves DURSA, the University Registrar and Secretary must be informed immediately so that e-mail addresses can be deactivated and access to other facilities can be stopped.

3. That members of DURSA must continue to adhere to University policies, procedures or regulations so far as these refer to conduct on University premises and / or in the use of University facilities and systems.
4. That neither DURSA nor its members shall do anything to bring the University into disrepute.
5. That changes to the DURSA constitution shall be reported to the Registrar and Secretary of the University. Changes to DURSA's purpose or to the qualifications for membership require the approval of the University Registrar and Secretary on behalf of University Council.

Signed **Date**
(On behalf of Durham University)

Signed **Date**
(On behalf of DURSA)