

Date:

ACP Coordinator:
Preferred Contact:
Email:

IRU Academic Calibration Process
External Reviewer Declaration

1. Conflict of interest declaration:

I confirm that I will declare any conflicts of interest as set out in IRU Academic Calibration Process Guidelines on the Reviewer Report (available on the IRU website) from my being an external reviewer of:

2. Confidentiality agreement:

I confirm that I will maintain the requirements of confidentiality in respect of this review as set out in IRU Academic Calibration Process Guidelines policy available on the IRU website and Attachment-A below.

3. Consent regarding personal information:

I agree to my brief biographical information being available on the corresponding institutions public website where they may publish data relating to their calibration activities.

Declaration:

The above statements are true and accurate.

Signature:
Print Name:
Date: (dd/mm/year)

Once completed, please scan and return by email to your ACP Coordinator.

ATTACHMENT A: GENERAL CONDITIONS FOR PROVISION OF EXTERNAL REVIEW

1. Interpretation

1.1 In these Conditions:

- a) 'Reviewer' means the party who by the Declaration undertakes to provide the 'External Review';
- b) 'Declaration' means the Contract under which the External Review are to be provided to the IRU including these General Conditions;

1.2 Words importing a gender include any other gender. Words in the singular number include the plural and words in the plural number include the singular.

2. Disclosure of Information and Privacy Protection

2.1 The Reviewer shall not disclose or make public any information or material acquired or produced in connection with or by the University being reviewed whether confidential or otherwise, unless agreed by the University being reviewed in writing.

The Reviewer shall not discuss individual staff by name in his or her report.

2.2

The Reviewer shall use personal information held, provided or controlled by it in connection with this External Review, only for the purposes of fulfilling its obligations under this Declaration. The Reviewer shall take all necessary measures to ensure that personal information in its possession or control in connection with this External Review is protected against loss and unauthorised access, use, modification or disclosure. In this clause, 'personal information' means information or an opinion (including information or an opinion forming part of a database), whether true or

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not, and whether recorded in a material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

3. Conflict of Interest

3.1 The Reviewer warrants that, at the date of entering into the Declaration, no conflict of interest exists or is likely to arise in the performance of its obligations under the Declaration. If during the term of the External Review, a conflict of or risk of conflict of interest arises, the Reviewer undertakes to notify the <Name of university being reviewed> immediately in writing of that conflict or risk.