

# ELECTION PACK GUIDE TO POSITIONS AVAILABLE POSTGRADUATE COLLEGE CONVENOR

#### **SPONSORS REQUIRED – 6**

#### **SPONSOR ELIGIBILITY -**

- Must be a fully registered student of the University of Glasgow.
- Must be studying within the College the candidate is standing for.
- Must be a postgraduate student.

#### **POSITIONS AVAILABLE – 1 per College**

#### Positions available 2

1 x Postgraduate Convenor – Social Sciences

1 x Postgraduate Convenor – Science & Engineering

The SRC recognizes that Postgraduate students require dedicated representation on academic and social issues. A Postgraduate Convenor, therefore, represents the Postgraduate students of their college. In this way, their role is similar to that of a College Convenor, but their specialised knowledge of the Postgraduate community tailors them to a more specific group. Four Convenors are elected, one from each College: Science and Engineering, Medical Veterinary and Life Sciences, Arts, and Social Sciences. The responsibilities of a Postgraduate Representative can vary greatly, and they are an integral part of Council's function. Responsibilities include, but are not limited to:

- Working together in organising working groups to discuss issues raised by students;
- Informing Council and liaising regularly with the VP Education and President
- Attending College Meetings with relevant members of University staff to discuss issues regarding the University environment, the learning process, and course information;
- Contacting students to advise them of SRC practices and initiatives, and to update students on any issues raised
- Awareness of the wider issues affecting Postgraduate students at a local and national level
- Engage with postgraduate community via user groups and the Gilchrist Postgraduate Club

In addition to these responsibilities, Postgraduate Convenors are expected to attend all Student Council meetings and University Senate meetings, and must occasionally represent the SRC on relevant University academic committees. Opportunities will also arise for election to various University committees and positions. The position of Postgraduate Representative is, therefore, challenging and rewarding in equal measure.

#### **SRC Committees and Working Groups**

The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. College Convenors may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

#### **University Committees**

Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.



# **GUSRC AUTUMN 2017 ELECTION PACK**

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Dear Student,

Thank you for considering standing to be a council member on Glasgow University's Student Representative Council.

Getting involved in the SRC is a great way to meet new people, build your CV and help improve the student experience for everyone. Whether you're running to be a School Representative, a College Convenor, a Welfare Officer, First Year or General Representative the decision to get involved and representative students may be one of the best decisions you've made at Glasgow.

The Students' Representative Council represents students on a number of university committees at different levels. From University Court to Student Support Development we deal with issues such as library access, student welfare, teaching spaces, accommodation catering and much more. Please contact us if you would like a full list of the committees on which the SRC has a seat.

We also do a lot out with representation, our sabbatical officers and council members organise events that are a focal point of the University's calendar and benefit students and the wider community. We have annual events such as Raising and Giving week, the Student Teaching Awards, the Volunteering Clubs and Society Awards, Black History Month and many more. We have led a number of campaigns including preventing sexual violence, suicide prevention and increasing support for student parents and carers. Council members are also invited to a wealth of social events, ranging from Christmas socials to the Annual Council Dinner in spring.

There are also a number of other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping with Freshers' Week. I hope that your interest in supporting the student body on a wide range of issues will continue and that you will involve yourself with the SRC and its varied schedule of events throughout the year.

Being part of the SRC is an amazing experience; I have loved every second of it. Best of luck with your campaign and remember if you have any questions feel free to email - <a href="mailto:elections@src.gla.ac.uk">elections@src.gla.ac.uk</a> with any questions.

Yours sincerely,

Kate Powell SRC President

# **CHECKLIST**

#### PLEASE CHECK THE FOLLOWING:

- All sections of the nominations form have been completed
- All nomination form sponsors are students of the University of Glasgow and they are eligible to sponsor you for the position you are standing for.
- Photo and manifesto has been submitted digitally to elections@src.gla.ac.uk.
- Manifesto is or 200 words or less.
- You have read and understood the position summary; and relevant aspects of GUSRC Strategic Plan, GUSRC Annual Report, University Strategic Plan, and University Financial Statements.
- You have read, understood, and are compliant with the elections rules and guidelines.
- You have completed the Equality and Diversity Monitoring Form.

If you have any questions, please do not hesitate to contact the Deputy Returning Officer via elections@src.gla.ac.uk

# ANNUAL REPORTS AND STRATEGIC PLANS

The documents at these links (or in physical copy if this Elections Pack was picked up from the Welcome Point) are intended to help inform candidates about the major activities and strategic developments for GUSRC and the University.

Candidates running for sabbatical positions are expected to read and understand all four documents.

Candidates running for all other positions should read the GUSRC Strategic Plan, GUSRC Annual Report, with the other two documents for attached for interest.

#### **GUSRC STRATEGIC PLAN 2015-2020**

https://www.glasgowstudent.net/about/publications/strategic-plan/

#### **GUSRC ANNUAL REPORT 2015-16**

<u>www.glasgowstudent.net/about/publications/annual-report/2015-16/</u>

UNIVERSITY OF GLASGOW 'INSPIRING PEOPLE, CHANGING THE WORLD'

http://www.gla.ac.uk/about/strategy/

UNIVERSITY OF GLASGOW FINANCIAL STATEMENTS TO 31<sup>ST</sup> JULY 2017

http://www.gla.ac.uk/services/finance/financialstatements/



# **ELECTION RULES AND GUIDELINES**

This section of the election pack will outline the expectations on you as a candidate, the rules you must follow as well as the procedure by which the election will be conducted.

#### **KEY CONTACTS**

If you have any questions about the election please speak to the **Returning**Officer, Deputy Returning Officer or SRC President or alternatively, raise them at the Candidates' Meeting on Wednesday, 5<sup>th</sup> October at 1 p.m. in the Williams Room. You should only approach these three key contacts for questions and queries about the election process.

In almost all circumstances queries can be directed to the **Deputy Returning**Officer in the first instance via elections@src.gla.ac.uk

**RETURNING OFFICER**: Drew McConnell <u>elections@src.gla.ac.uk</u>

**DEPUTY RETURNING OFFICER**: <u>elections@src.gla.ac.uk</u> **SRC PRESIDENT**: Kate Powell president@src.gla.ac.uk

You can find them in person at the Welcome Point in the McIntyre Building or by phone on 0141 330 5360.

#### **OVERVIEW AND BASIC RULES**

As a candidate you are responsible for ensuring that your conduct is within the rules and guidelines set out in this section.

The most important rule to remember is that whilst campaigning you should uphold the values of the SRC, acting with the upmost integrity and respect for your fellow candidates and students.

It is also worth remembering that you likely to work with those also standing in the future.

The Candidates Meeting where Elections team will be present will be the best opportunity to to clarify any rules or guidelines and you should take that opportunity.

www.glasgowstudent.net/elections



The Returning Officer arbitrates on all matters relating to the Election. Their decision is final with no right of appeal and they retain the right to invalidate nominations or disqualify successful candidates.

#### **SCHEDULE OF EVENTS**

Candidates' Meeting: 5<sup>th</sup> October, 1 pm - Williams Room, McIntyre

Building

Heckling Meeting: Hustings - 11<sup>th</sup> October, 6pm - Room 201, McIntyre

Building

Polling Opens: **12th October**, 9am

Polling Closes: **12th October**, 5pm

Voting: glasgow.ac.uk/vote

Results: **12th October**, 6.30pm – Room 201, McIntyre Building

If a candidate is successful there will be council training over the weekend of the **14th and 15th October** they will be required to attend.

The first SRC council meeting will take place on the **19th October.** 

#### **ELIGIBILITY TO STAND**

- Only members, as defined in paragraph 2 of the Constitution, may stand for an election.
- No member can stand for more than one position on the Council at the same election.
- No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical Officer or paid elected Union Officer at the University for two years.
- All members are eligible to stand for Welfare and Equal Opportunities or General constituencies. Though members should only stand for a position which they can identify with.
- No member is eligible in the College Convenor constituency unless they are a student in the College from which the seat represents.

- No member is eligible in the School Representative constituency unless they are a student in the School from which the seat represents.
- Only postgraduate students are eligible to stand for postgraduate representative positions.
- Only postgraduate research students are eligible to stand for Postgraduate Research Convenor.

#### NOMINATION BY MEMBERS

#### **BASIC RULES**

- Only members, as defined in paragraph 2 of the Constitution, may nominate in an election.
- Nominations will be made on the prescribed form given to candidates.
   Members making nominations will give their matriculation numbers to confirm their status as members.
- Members may only nominate in constituencies they are eligible to vote in.
- Members must not nominate two or more people standing for the same position.
- Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear photograph of themselves to the Deputy Returning Officer at elections@src.gla.ac.uk.
- The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, and the candidate must present their student card before it will be accepted. The candidate will be issued with a receipt.
- Nomination forms must be submitted by 4 p.m. on FRIDAY, 29<sup>th</sup>
   September at the latest. The Returning Officer will declare any nomination forms received after this time invalid.
- The Returning Officer will decide the validity of nominations should issue arise.

#### POSTGRADUATE CONVENOR OR SCHOOL REPRESENTATIVE POSITIONS

- Nominations forms for Postgraduate Convenor or School Representative Positions will be signed by six members.
- Manifestos must be no more than 200 words.

# UNDERGRADUATE CONVENOR OR WELFARE AND EQUAL OPPORTUNITY OFFICER

- Nominations forms for Undergraduate Convenor or Welfare and Equal Opportunity Officer Positions will be signed by fifteen members.
- Manifestos must be no more than 200 words.

#### CANVASSING AND CAMPAIGNING

- It is not permitted for candidates to permanently affix campaign material anywhere on campus, or to affix campaign material to handrails.
- All campaign material must be able to be taken down before the results are announced.
- Candidates are not allowed financial, organisational, campaigning, or canvassing resources from anyone other than members.
- Two or more candidates are not allowed to pool or share financial, organization, campaign or canvassing resources for the furtherance of their respective electoral campaigns.
- Canvassing or campaigning is not permitted in the University Library, McIntyre Building, or any room which is a computer cluster.
- Soliciting votes using 'mobile polling stations' via technology owned by the candidate or any member canvassing on their behalf is not permitted. This includes smartphones, laptops and other web enabled devices.
- With the exception of bought photocopying and print services, candidates are not permitted to use SRC facilities, including intellectual property, in any materials or to further their campaign.
- Candidates must not state or imply in anyway SRC endorsement of their campaign.
- The use of loudhailers, megaphones, speakers or any other sound systems on campus is prohibited.
- The use of any University owned or administered IT platforms such as CLASS email system, Moodle, StudentVoice, etc for campaigning is not allowed. This includes use by those supporting for or campaigning for the candidate.

#### **SPENDING LIMITS**

• There shall exist maximum limits on what candidates may spend on their entire election campaign. These are absolutely not targets or guidelines for what candidates should spend but are an upper limit of what is permitted.

Candidates should feel no pressure to spend to the limit as campaign spend and electoral success do not correlate. Candidates are encouraged to think creatively about how they are engaging with students during the campaign period.

- Only members may make an allegation of overspend by a candidate. Any allegation must be made in writing to the **Deputy Returning Officer** (<u>elections@src.gla.ac.uk</u>). No allegations received 48 hours after the announcement of results will be investigated or considered.
- The Returning Officer shall decide whether to investigate any allegations of overspend and retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.
- If it is not possible to produce receipts of spending on campaign materials, then materials will be counted at the average cost of comparable material purchased by other candidates.

#### NON-SABBATICAL POSITIONS

- Candidates are encouraged to keep receipts, for any spending on their campaign made within the Campaign Period should any allegations of overspend arise.
- Candidates must not spend more than £50.

#### **POLLING**

All elections will be held by secret ballot which will normally be online and will be decided by the following system:

- Online ballot papers will be marked in order of preference
- Voters will have the option to spoil their ballot paper by clicking on the appropriate box
- In the Spring elections, all sabbatical positions and uncontested positions will allow students to vote to "Re-Open Nominations"
- The number of votes required to secure election shall be:

<u>Total No. of Votes Cast - (Total No. NTS)</u> +1 Number of Vacancies +1

www.glasgowstudent.net/elections

This figure will be referred to as the quota. NTS = Non-Transferable and spoilt votes.

- If a candidate receives more than the quota all that candidate's votes will be split according to the next available preference.
- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.

#### RESULTS

The Returning Officer will announce the results and it shall take place in Room 201, McIntyre Building at around 6.30 p.m. on Thursday 12th October 2017.

Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer beforehand if they choose.

In the event of a tie, a by-election will be held for the seat in question.

#### **INFRINGEMENTS**

Any alleged infringements should be reported to the **Deputy Returning Officer or SRC President**, who will immediately inform the Returning Officer. The Returning Officer shall decide whether to investigate any allegations and retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.

Only allegations made from the close of nominations to 48 hours after the announcement of the result will be investigated or considered.

The Returning Officer retains the right to consult with the Secretary of Court however the decision of the Returning Officer is final.

# **MANIFESTO GUIDE**

Your manifesto gives you an important opportunity to tell the electorate why they should vote for you. The following is guide to the sort of things that often appear in manifestos and a few rules.

#### PERSONAL INFORMATION AND RELEVANT EXPERIENCE

You may want to give some personal information about yourself. Such as your course, year of study, if you are postgraduate/ undergraduate, and link this to any relevant experience you have for the position you are standing for. This may include membership of any university groups and activities outwith the University. It is common to state a few specific things you have done within that group/ activity or in any role you held, and link them to the functions of the position you are standing for.

#### **VIEWS ON RECENT POLICY DEVELOPMENTS**

You should use the information provided with this pack to inform yourself of the latest strategic and policy developments for the University and SRC. You may wish to state your views on these developments as well as any relevant recent events.

#### WHAT YOU WILL DO IF ELECTED

This is arguably the most important part of the manifesto, as it gives students an idea of how you would carry out the role and of the direction in which you would want to take the services and activities within the remit. Most candidates make at least a few specific pledges, giving an indication of their priorities for the coming year.

#### **BASIC RULES**

 The word limit is 500 words for Sabbatical positions and 200 for all other positions



• It does not contain any offensive or factually inaccurate material (The Returning Officer will judge whether something is offensive or factually inaccurate).

You must **send an electronic copy of your manifesto** to elections@src.gla.ac.uk before the close of nominations

# **EQUALITY AND DIVERSITY MONITORING FORM**

The SRC aims to ensure that students from all parts of the University community are represented and have the opportunity to put themselves forward for election. In order to do this, we are collecting demographic information using Higher Education Statistics Agency (HESA) categories. You may feel that some questions concern very personal and private information. You may choose not to answer them if you wish. Please note, though, that the questionnaire is **anonymous** and any data will only be reported in statistical form, so that no student can be identified. We appreciate your co-operation in filling in this questionnaire.

| 1. Gender (please tick)                         | 2. Gender identity                                      |
|---|---|
| ☐ Female  | Is your gender identity the same as the gender assigned |
| ☐ Male  | to you at birth?  |
| ☐ Other   | □ Yes   |
|   | □No   |
|   | ☐ Prefer not to say                                     |
| 3. Age  | 4. Marital Status                                       |
| □ 16 - 25                                       | ☐ Married   |
| □ 26 - 40                                       | ☐ In a Civil Partnership                                |
| □ 41 - 55                                       | ☐ Not married or in a civil partnership                 |
| □ 56+   | ☐ Prefer not to say                                     |
| 5. Do you study:                                | 6. Are you:   |
| ☐ Full time                                     | ☐ A UK student  |
| ☐ Part time                                     | ☐ An EU student   |
|   | ☐ An international (non-EU) student                     |
| 7. Ethnicity (please tick the box which best of | describes your ethnic origin)                           |
| ☐ White – Scottish                              | ☐ Asian or Asian British – Bangladeshi                  |
| ☐ Other White background                        | ☐ Chinese   |
| ☐ Gypsy or Traveller                            | ☐ Other Asian background                                |
| ☐ Black or Black British – Caribbean            | ☐ Mixed – White and Black Caribbean                     |
| ☐ Black or Black British - African              | ☐ Mixed – White and Black African                       |
| ☐ Other Black background                        | ☐ Mixed – White and Asian                               |
| ☐ Arab  | ☐ Other Mixed background                                |
| ☐ Asian or Asian British-Indian                 | ☐ Other Ethnic Background                               |
| ☐ Asian or Asian British-Pakistani              | ☐ Prefer not to say                                     |

| 8. Disability                                   |  |  |  |
|---|--|--|--|
| (A disability is defined as any physical or mer | ntal impairment, which has a substantial and long- term  |  |  |
| adverse effect on a person's ability to carry o | out normal day to day activities).                       |  |  |
| Do you consider yourself to have a disabilit    | y? ☐ Yes ☐ No ☐ Prefer not to say                        |  |  |
|   |  |  |  |
| If yes, please tick which category you think    | best describes your disability                           |  |  |
| ☐ Dyslexia                                      | ☐ Mental health disability                               |  |  |
| ☐ Blind or partially sighted                    | ☐ An unseen disability (e.g. diabetes, epilepsy, asthma) |  |  |
| ☐ Deaf or hearing impairment                    | ☐ Multiple disabilities                                  |  |  |
| ☐ Wheelchair User/other mobility                | ☐ Specific Learning difficulty (e.g. dyslexia)           |  |  |
| difficulties                                    | ☐ Social/Communication impairment (e.g. Asperger's       |  |  |
| ☐ Personal care support                         | syndrome/other ASD)                                      |  |  |
| ☐ Long-standing illness or health condition     | ☐ Other disability ( <i>Please specify</i> )             |  |  |
| (e.g. cancer, HIV, chronic heart disease)       |  |  |  |
|   |  |  |  |
| 9. Religion or Belief                           |  |  |  |
| ☐ No religion                                   | ☐ Jewish   |  |  |
| ☐ Buddhist                                      | ☐ Muslim   |  |  |
| ☐ Christian – Church of Scotland                | □ Sikh   |  |  |
| ☐ Christian – Roman Catholic                    | ☐ Spiritual  |  |  |
| ☐ Christian – other                             | ☐ Other  |  |  |
| ☐ Hindu   | ☐ Prefer not to say                                      |  |  |
| 10. Sexual Orientation                          |  |  |  |
| ☐ Bisexual                                      | ☐ Heterosexual   |  |  |
| ☐ Gay man                                       | ☐ Other  |  |  |
| ☐ Gay woman/lesbian                             | ☐ Prefer not to say                                      |  |  |
| 11. Do you care for dependants?                 | 12. UK students only: Please supply the postcode from    |  |  |
| □ No  | your HOME (i.e. non-term-time) address:                  |  |  |
| ☐ Yes – children                                | your nome (net nom term time) address.                   |  |  |
| ☐ Yes – relatives/friends                       |  |  |  |
| ☐ Yes – both children and relatives/friends     |  |  |  |
| ☐ Prefer not to say                             |  |  |  |

Thank you. Please print this form **on separate paper** from your nomination form. When you hand in your nomination documents, this form will be taken out and dealt with separately, and confidentially. Please do not put your name or any other identifier on this form.



# **GUSRC AUTUMN ELECTIONS**

12<sup>th</sup> October 2017

# **OFFICIAL NOMINATION FORM**

For use by candidates for all non-sabbatical positions.

THIS FORM MUST BE COMPLETED IN FULL, IN **BLOCK CAPITALS**, AND RETURNED TO THE SRC OFFICES BY CLOSE OF NOMINATIONS AT **4 P.M. ON FRIDAY 29<sup>th</sup> SEPTEMBER**. PLEASE READ THE ELECTION REGULATIONS CAREFULLY BEFORE COMPLETING THIS FORM.

| Position:                          |                         |  |
|------------------------------------|-------------------------|--|
| Details of candidate               |                         |  |
| First name(s) (in full):           |                         |  |
| Preferred first name* (optional):  |                         |  |
| *If entered, this name will be use | d on the ballot papers. |  |
| Surname:                           |                         |  |
| College:                           | Student No.:            |  |
| Undergraduate/Postgraduate (de     | elete as appropriate)   |  |
| Address (Term):                    |                         |  |
|                                    | Telephone:              |  |
| Address (Home):                    |                         |  |
|                                    | Telephone:              |  |
| E-mail address:                    |                         |  |

| e:  |   | Position:  |   |  |   |
|---|---|--|---|--|---|
|   |   |  |   |  |   |
| FIRST NAME(S) (in full)<br>(BLOCK CAPITALS) | SURNAME<br>(BLOCK CAPITALS)   | STUDENT NO.  | COLLEGE / SCHOOL TO SPONSOR SCHOOL REP/COLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE  | UG/PG  | SIGNATURE   |
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|   | ed, nominate the above named Il necessary enquiries to check FIRST NAME(S) (in full) (BLOCK CAPITALS)  STOP HERE IF YOU ARE S | ed, nominate the above named student for the aforementione in necessary enquiries to check that the personal information of the state o | ed, nominate the above named student for the aforementioned position. We each ill necessary enquiries to check that the personal information we have each given FIRST NAME(S) (in full) (BLOCK CAPITALS) STUDENT NO.  STUDENT NO.  STOP HERE IF YOU ARE STANDING FOR A POSTGRADUATE CONVE | ed, nominate the above named student for the aforementioned position. We each individually agree to allow GI In necessary enquiries to check that the personal information we have each given is true, in order to confirm the FIRST NAME(S) (in full) (BLOCK CAPITALS) SURNAME (BLOCK CAPITALS) STUDENT NO. STUDENT NO. COLLEGE / SCHOOL TO SPONSOR SCHOOL REPROLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE  STOP HERE IF YOU ARE STANDING FOR A POSTGRADUATE CONVENOR OR SCHOOL REPR | ed, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow Ur II necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of FIRST NAME(S) (in full)  SURNAME STUDENT NO.  STUDENT NO.  STUDENT NO.  SURPLANCE CONVENOR YOU MUST BE IN THE SAME UG/PG |

|   | You may us                                  | se the spare boxes belo     | w to be sure yo   | u have enough valid siç  | gnatures. |                  |
|---|---|-----------------------------|-------------------|--|-----------|------------------|
|   | FIRST NAME(S) (in full)<br>(BLOCK CAPITALS) | SURNAME<br>(BLOCK CAPITALS) | STUDENT NO        | COLLEGE / SCHOOL TO SPONSOR SCHOOL REP/COLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE | UG/PG     | SIGNATURE        |
| PONSOR 16<br>OPTIONAL)  |   |                             |                   |  |           |                  |
| PONSOR 17<br>OPTIONAL)  |   |                             |                   |  |           |                  |
| PONSOR 18<br>OPTIONAL)  |   |                             |                   |  |           |                  |
| PONSOR 19<br>OPTIONAL)  |   |                             |                   |  |           |                  |
| PONSOR 20<br>OPTIONAL)  |   |                             |                   |  |           |                  |
| This section  | on must be completed in                     | the presence of the Re      | turning Officer   | or his/her Deputy.   | FOR O     | FFICIAL USE ONLY |
| l,  |   |                             | (full name        | e), hereby accept my   |           |                  |
| nomination and confirm that I have read the Constitution of the Council and agree to abide by the rules governing the election. If I am elected, I promise to carry out the duties of the office in accordance with |   |                             | Rec.              | Date   |           |                  |
|   | ution. I agree to allow G                   | asgow University Studer     | nts' Representati | ve Council to make all   |           |                  |
| the Constit   |   | no porconal information     | provided about r  | me is true, in order to  |           |                  |
|   | enquiries to check that the                 | ie personai inionnation     | •                 |  |           |                  |