

# Institutional Access to IT Account Request Form

This form should be used when requesting access to the IT account of another SGUL member, staff or student, under the University's Institutional Access to Staff and Student IT Accounts and IT Equipment Policy. You **must** read the policy before submitting your request <https://www.sgul.ac.uk/about/governance/policies>

The request must be authorised either by a senior member of Registry (for students) or HR (for staff), or the Director of the Institute or Professional Services department where the account holder sits.

## Part A: Details of person requesting access

Surname		Forename(s)	
Job Title (Staff Only)			
Division or Department / Course			
Email Address		Extension / Contact No.	

## Part B: Details of account to which access is being requested

Surname		Forename(s)	
Job Title (Staff Only)			
Division or Department / Course			
Email Address		Extension / Contact No.	

## Part C: User Consent

The University's policy states that every effort should be made to obtain consent from the account holder prior to access being granted. Where consent is not or cannot be obtained, the account holder must still be notified of the access at the earliest possible opportunity.

### Consent obtained from account holder?

<input type="checkbox"/>	<b>YES</b>	Please attach a copy of the account holder's permission to this form
<input type="checkbox"/>	<b>NO</b>	Please explain below why consent was not sought from the account holder or, if relevant, the reasons given by the account holder for refusing permission

**Part D: Reason(s) for requesting access (Please select all that apply from the list below)**

Account holder is on extended leave, e.g. compassionate / sick leave, maternity leave	<input type="checkbox"/>
Account holder has been suspended pending an investigation by HR or Registry	<input type="checkbox"/>
Account holder has left SGUL and relevant information was not transferred to replacement SGUL member prior to their leaving	<input type="checkbox"/>
Request an 'out of office' notice be placed on the account holder's email account	<input type="checkbox"/>
Business continuity purposes, e.g. processing of job vacancy / course applications, dealing with queries regarding University services or research studies	<input type="checkbox"/>
To access information required for the processing of FOI or DPA requests	<input type="checkbox"/>
To seek evidence of misuse or information required as part of a formal investigation (subject to official guidance by HR, Registry or the University's in-house legal adviser)	<input type="checkbox"/>
Other (please provide details in the section below)	<input type="checkbox"/>

**Details of access being requested**

Please use this section to explain exactly why access is being requested, what the business reasons are (if you have selected 'Other' in the section above) and what information is to be accessed. Where possible please give details of specific files, e.g. filenames / descriptions and file locations, or specific emails, e.g. subjects, senders / recipients, dates or periods. You should also use this section to specify details of the vacation / out-of-office message required.



## Part E: Details of person(s) requiring access to data

University policy states that no person(s) involved in a grievance raised by the account holder will be given access to their account

Full Name	Job Title / Role	Division / Department	Username	Period for which access is requested	Relationship to account holder (if applicable)

## Part F: Declaration

I declare that I am requesting access to another SGUL user's IT account for the business / operational reason(s) which I have specified in Part E of this form.

I understand that access is being granted solely for the business / operational reason(s) stated, that all material is to be treated as confidential and that it may not be disclosed to any other person(s) except those named on this form.

I undertake to preserve the confidentiality of any private or personal data that may be viewed inadvertently during the course of carrying out the business / operational activities for which access has been granted.

I understand that failure to abide by these conditions may constitute a breach of the SGUL Conditions Of Use policy and / or an offence under the UK GDPR / Data Protection Act 2018, the Human Rights Act 2000 and the Regulation of Investigatory Powers Act 2000

**Signed:**

**Date:**

**Print Name:**

## Part G: Authorisation

I have read the above request and confirm I am satisfied that the justification provided is in the business / operational interests of the University.

I confirm that the person(s) requiring access are not directly related to an existing grievance that has been, or is in the process of being, raised by the account holder.

I authorise IT Services to grant access to the person(s) listed in Part E for the period stated.

**Signed:**

**Date:**

**Print Name:**

**Job Title:**

Completed form should be passed to a member of the Systems Team in IT Services. A copy of the form will be retained as a record of access provided.

IT Services Use Only	Date Processed:	/ /	RT No.:	
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