

Application form for Emergency Access to ICT Accounts and Information

Affected staff member

Name: _____
Username: _____
E-mail address: _____

Justification for emergency access (e.g. illness, termination, deceased, disciplinary process underway):

Access requestor

Name: _____
E-mail address: _____

Access authorised by

(Authorised by Registrar/VC/DVC in the case of illness or deceased staff/students or, in the case of pending staff disciplinary processes, Director: HR or RU Legal team)

Name: _____
Position: _____
Signed: _____ Date: _____

Access required

Please tick all types of access requested. If space is insufficient, please continue on another page.

Out of office message (may be authorised by Head of Department/Division)

I&TS will set an automatic response for all new messages received by the affected staff member. We recommend providing alternate contact details for personal and official correspondence.

End date (if known): _____

Subject: _____

Message: _____

Access to e-mail, Google Drive or Calendar contents

The requestor listed above will be permitted access to the affected staff member's account in person in the I&TS offices in order to find and copy relevant messages/files.

Access to desktop/laptop PC

PC asset number: _____

Location of PC: _____

Other, under special circumstances (authorised by Registrar or VC)

For I&TS use

Please remember to log a list of files and emails that were accessed by staff member in

Processed by: _____

Date: _____

RT ticket number: _____

Access granted: _____

Form revised 04 February 2021