

Rhodes University Access to ICT Accounts and Information Application Form

Affected staff member (employee records to be accessed)

Name	
Employee Number	
Email address	
Last date of employment (if applicable)	
Motivation for access (for example, illness, resignation, dismissal, death, current disciplinary process underway, etc.) and brief description of access requested	

Requestor to whom access will be granted

Name	
Employee Number	
Email address	
Name of HoD or Director	
Signature of HoD or Director (if access is required for the HoD, the Dean must sign; if, for a Director, the line manager for the Director must sign)	

The tables below indicates who has the authority to approve a request to the Director I&TS that access be granted

To be completed by Director I&TS and authorised thereafter

AUTHORITY	REASON	COMMENTS	APPROVAL SIGNATURE
REGISTRAR	For deceased or incapacitated employees, access to information for next of kin or estate executor.		
	In the case of third parties and SAPS requesting access where a relevant warrant is provided.		
PEOPLE AND CULTURE DIRECTOR	In the case of pending disciplinary cases, authorizing initial investigation by line managers		
	In the case of terminated employees or postdocs with no pending discipline, ex-employees are asking for temporary access to information.		
	In the case of terminated, deceased, or incapacitated employees or postdocs with no		

AUTHORITY	REASON	COMMENTS	APPROVAL SIGNATURE
	pending discipline, HoD asks for temporary access to information.		
VICE CHANCELLOR	In the case of third parties and SAPS requesting access where a relevant warrant is provided		
	In the case of pending disciplinary cases, the initial investigation should be authorized by line managers where circumstances prevent the CFO or People and Culture Director from being an unbiased authority.		
DEPUTY VICE CHANCELLOR (either/or DVC: RISP or DVC: A&SA)	In the case of third parties and SAPS requesting access where a relevant warrant is provided.		
CHIEF FINANCIAL OFFICER	In the case of third parties and SAPS requesting access where a relevant warrant is provided		
	In the case of pending disciplinary cases, authorizing initial investigation by line managers		
RU LEGAL UNIT	In the case of third parties and SAPS requesting access where a relevant warrant is provided		
	In the case of pending disciplinary cases, authorizing access for Auditors and prosecuting teams		
	In the case of pending disciplinary cases, authorizing access for employees facing charges to search for particular information they require for defense purposes and under a strictly controlled environment where no deletions and modifications can take place		

TYPE OF ACCESS	FULL ACCESS Y/N	LIMITED ACCESS WITH DETAILS OF WHAT IS BEING ACCESSED. (If the space provisioned is not big enough to capture everything, please attach a second list)	EXPIRY DATE REQUESTED FOR FULL ACCESS	SIGNATURE AND NAME OF APPROVER (SEE ABOVE TABLE FOR THE DURATION OF ACCESS GRANTED)
Email				
Google Space				
Laptop/PC Profile				
Home Directory on Server				

For I&TS, use only

I&TS Director approval of the reason and the authority	
If limited access is approved, please remember to log a list of files and emails accessed by staff members in the RT ticketing system. If full access to information is approved, please record how this access was provisioned.	

Form last updated 25 September 2024