

Rhodes University Access to ICT Accounts and Information Application Form

Affected staff member

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

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

Access requestor

Name: _____
 E-mail address: _____

Access authority – Please tick the relevant box under which you are Authorising

Name: _____
 E-mail address: _____

| AUTHORITY | REASON | APPROVED |
|---------------------------------|---|----------|
| REGISTRAR | In the case of 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 | |
| DIRECTOR: HUMAN RESOURCES | In the case of pending disciplinary cases, authorizing initial investigation by line managers | |
| | In the case of terminated employees with no pending discipline where ex-employee themselves is asking for temporary access to information | |
| | In the case of terminated employees with no pending discipline where HoD is asking for temporary access to information | |
| VICE CHANCELLOR | In the case of third parties and SAPS requesting access where a relevant warrant is provided | |

| AUTHORITY | REASON | APPROVED |
|--|--|----------|
| | In the case of pending disciplinary cases, authorizing initial investigation by line managers where circumstances prevent the CFO or Director HR from being an unbiased Authority | |
| DEPUTY VICE CHANCELLOR (either/or DVC: R&I 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 certain information they require for defense purposes and under a strictly controlled environment where no deletions and modifications can take place | |

Access required

| WHAT | 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 FOR FULL ACCESS |
|--------------|-----------------|---|-----------------------------|
| Email | | | |
| Google Space | | | |

| WHAT | 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 FOR FULL ACCESS |
|--------------------------|-----------------|---|-----------------------------|
| Laptop/PC Profile | | | |
| Home Directory on Server | | | |

For I&TS use

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 that were accessed by staff member in the RT ticketing system. If full access to information is approved, please record how this access was provisioned.

Processed by: _____

Date: _____

RT ticket number: _____

Form revised 04 July 2023