

Rhodes University Access to ICT Accounts and Information Application Form

Affected staff member

Name: _____

Username: _____

E-mail address: _____

Date of Termination if terminated: _____

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 27 March 2024