



REQUEST FOR ACCESS TO DIGITAL INFORMATION CONTAINED IN ELECTRONIC SYSTEMS

This is a request for members of Information Security Services to access the computer data files of the following computing account. This access will commence immediately and may remain in effect until the end of the End Date.

Computing ID: _____ Owners Name: _____

End Date: _____

Reason for Request:

This request is to provide information to support University Policy _____ and/or to comply with the following legal obligation(s): _____

The specific reasons supporting this request are as follows: _____

Authorized Personnel:

The information contained in the files of the above listed account will only be made available to authorized personnel. Authorized personnel include the members of Information Security Services, the University, the Vice-Presidents, the duly-authorized person leading the request and others so designated on this form. Authorized personnel will only be granted access once they agree to hold the information disclosed to them via this process as confidential and only to be disclosed to other authorized personnel identified on this document or as required by the Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165).

Other Authorized Persons: _____

The Requestor:

Name: _____ Signature: _____ Phone: _____

Approvals:

This request requires the approval of the Chief Information Security Officer (CISO) or delegate and the approval of any two University Vice-Presidents.

CISO (or delegate): _____

Vice-President: _____

Vice-President: _____