Request for Access to Contributor Relations &/or Luminate Systems and Data

Part A – Requestor (Please Print)
Name:
Western E-Mail Address:
Job Title:
Department:
Building/Room:
Telephone Extension:
Supervisor:
Contributor Relations Empl Id: *If "unknown" please indicate if you are an Alumni of Western, have ever been a Student, or a current or past Employee):*   Yes / No

Part B – Obligation to Protect Personal Information
By signing this request for access to Contributor Relations and/or Luminate data, I understand and accept the responsibilities outlined in the following Western University Policies and Procedures: 1.13 Code of Behaviour for Use of Computing Resources and Corporate Data found at https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf 1.23 UWO Guidelines on Access to Information and Protection of Privacy found at https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp123.pdf It is important that each staff member with access to the Contributor Relations and/or Luminate systems and data acknowledges and understands that he/she will have access to and be entrusted with confidential personal information. Each staff member with access must use confidential information contained in the system(s) only in the course of his/her job responsibilities and must take all reasonable steps to maintain the confidentiality of such information and not to disclose any information to anyone except as may be specifically authorized as part of his/her job responsibilities or otherwise in accordance with the University's policies. Disclosure and misuse of confidential University information may be grounds for dismissal. The undersigned accepts his/her job responsibilities to take all reasonable steps to maintain the confidentiality of personal information in accordance with the University's policies and to prevent improper access to the Contributor Relations and/or Luminate systems and data

_____   _____

Supervisor Signature   Date

_____   _____

Requestor's Signature   Date