

UCD Administrative Systems - Request for Access

Please complete the following details in order to arrange access to university administrative systems. **Please make sure to read the guidelines in Section C and sign your acceptance of these.** Return the completed form to Business Support, Tierney Building, Belfield.

Section A: Personal Details - Please Complete Details in Block Caps Below			
Name:			
Personnel No:		Tick here if you are a temporary agency employee:	
School:			
College:			
Position:			
Room # & Building:			
Tel:		Email:	
Reason for Access			

UCD Connect Username: _____

If you are a new member of staff, please indicate name of former staff member who held your position (if known): _____

Section B: Access Requirements

Please indicate below the applications to which you require access. **Note: applications will be made available to you only if you require them for administrative purposes**

System	Availability	Required (Y/N)
Banner Student Information System	Available to all staff with administrative need	
CORE HR	Available to senior administrators only	
E-Financials Finance System (including Purchase Order Processing)	Available to College & School administrators (& Research Project Managers)	
BusinessObjects XI	Available to all staff with administrative need	

I understand the information in UCD Administrative Systems is confidential and may only be used for appropriate purposes. I have read and agree to adhere to the confidentiality guidelines detailed in Section C:

Signature of applicant: _____ Date: _____

Authorisation by Head of School/Unit:

Name (please print): _____ Date: _____

Signature: _____

Office Use Only:		
Account Set up:		Date:
Authorisation Signature:		Date:



Section C: Confidentiality Guidelines

Guidelines for authorised personnel in relation to the processing of personal data held on UCD administrative systems

The purpose of these guidelines is to enable the university to comply with the terms of the Data Protection Acts, 1988 and 2003, which lay down strict rules governing the protection of individuals with regard to the processing of personal data. Under the terms of the legislation

personal data is

“data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller [UCD]”, and

processing is

“performing any operation or set of operations on the information or data, whether or not by automatic means, including

- a) obtaining, recording or keeping the information, or*
- b) collecting, recording, organising, storing, altering or adapting the information or data,*
- c) retrieving, consulting or using the information or data,*
- d) disclosing the information or data by transmitting, disseminating or otherwise.”*

The following guidelines must be strictly adhered to when processing personal data contained in any administrative application:

1. Security

- a. Do not disclose your password to any other member of staff or individual; all staff members who need access, including temporary staff, should use their own login;
- b. Do not disclose or discuss with any other member of staff or individual any personal data contained in any application other than those members of staff who require the information for administrative/educational purposes;
- c. If it is necessary to print down personal data from an application, shred it when you are finished with it;
- d. If it is necessary to hold a printout of personal data for a period of time, lock it away securely when not working on it and destroy by shredding as soon as possible;
- e. When working at your desk, make sure screens displaying personal data are not visible to unauthorised persons, and close down applications or lock your workstation when leaving your desk, even temporarily;
- f. If it is necessary to save data from an Administration System in another application on your PC, such as Excel, delete the file as soon as you have finished with it.
- g. Do not save personal data onto your laptop or remove any personal data outside the university.

2. Accuracy

- a. With regard to Business Objects reports, refresh each report on each new occasion of use.
- b. Notify business.support@ucd.ie immediately if you notice or become aware of any incorrect data on any system.

Important: The above guidelines apply equally to Business Objects reports containing personal data AND to personal data saved from any of the three administrative systems into another application, such as Excel.

