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| Text  Description automatically generated  | **Application for a University of Manchester IT account** **(excluding Staff and Academic Visitors)** |

**\*RESTRICTED\* This document contains personal data and must be kept securely**

**This form should be used for people requiring access to University IT facilities who are not paid through the University payroll (not including Honorary Appointments) which includes:**

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| * **Agency Staff**
* **NHS Employees**
 | * **Contractors**
* **Auditors**
 | * **Personal Service Companies (PSC)**
* **Work Experience**
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**A copy of a photographic identification document must be included with this request and, where relevant if not a British/Irish citizen, the individual’s immigration status/right of abode in the UK.**

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| **Confidentiality**In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, research participants, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public. You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers, research participants or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996. |
| **Data Protection** Whilst you are working at the University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:* Only access data necessary to undertake the task you have been assigned;
* Never disclose person identifying information (PII) to a third party; never remove PII from University premises without authorisation;
* Never use PII for your own purposes;
* Always keep PII secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use; always lock your computer if you leave it unattended.
* Do not use your own laptop / equipment to store confidential information unless expressly authorised and informed of our Bring your own Technology procedure.
* Ensure you have completed the necessary Data Protection training within 7 days of accessing the systems
* Ensure you are aware of the University’s procedure for reporting information governance incidents.

These rules are designed to ensure that the University complies with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems. Your line manager will be able to provide further information or guidance can be found at: <http://www.dataprotection.manchester.ac.uk/policiesandprocedures/> |

**Please complete the following in BLOCK LETTERS. Please note that all fields must be completed before action can be taken.**

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| **APPLICANT DETAILS** |
| **IMPORTANT: Have you had a previous association with the University such as previous employment or as a student? If so please give your previous employee or student number** |  |
| **If you are not able to supply an employee or student number then please detail your association** |  |

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| **Title (Mr/Mrs/Dr/Prof etc)** |  | **Surname/Family name** |  |
| **Forename(s)** |  | **Date of Birth (dd/mm/yyyy)** |  |
| **Gender** |  | **Telephone number** |  |
| **Nationality**  |  | **Current Home Institution****i.e University** |  |
| **Home address and postcode** |  |
| **Email address** |  |

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| **DECLARATION****I wish to apply for a University of Manchester IT Account for the period specified.****I have read, understood and agree to abide by the terms above and the University of Manchester Information Governance and IT Security Policies:** [**http://www.itservices.manchester.ac.uk/our-services/security/policy/**](http://www.itservices.manchester.ac.uk/our-services/security/policy/)  |
| **Signature of applicant** |  | **Date** |  |

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| **DETAILS OF THE APPLICANT’S ROLE AND LOCATION WITHIN THE UNIVERSITY***(to be completed by the sponsoring staff member)* |
| **Job Title** |  |
| **Faculty** |  | **School** |  |
| **Division** |  | **Research group *(if app)*** |  |
| **Location – building** |  | **Location – room number** |  |

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| **Maximum length of access is 12 months, and you must notify us if the individual leaves earlier so access can be revoked** |
| **Exact Start date (dd/mm/yyyy)** |  | **Exact End date****(dd/mm/yyyy)** |  |

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| **SPONSORING STAFF MEMBERS DETAILS** |
| **Title (Mr/Mrs/Dr/Prof etc)** |  | **Surname/Family name** |  |
| **Forename(s)** |  | **Employee number** |  |
| **Job Title** |  |
| **Telephone number** |  | **Email address** |  |
| **Faculty** |  | **School** |  |
| **Division** |  | **Research group *(if app)*** |  |
| **Relationship to applicant** |  |
| **Reason an IT account is required** |  |
| **Type of access required:*****e.g., email or non-standard access requests*** |  |

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| **DECLARATION FROM THE UoM SPONSORSING STAFF:*****(Please note that failure to undertake the appropriate checks may result in disciplinary action)*****I hereby confirm that I will ensure that any staff I have sponsored who are not employed by the University have undertaken Data Protection training and that I have confirmed the applicant’s understanding of the pre-requisites to accessing the University of Manchester’s IT facilities as per this form.** |
| **Signature of sponsoring staff member** |  | **Date** |  |

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| **AUTHORISED SIGNATORY DETAILS: *(This completed form must be authorised by the relevant Line Manager if in Professional Services (PS) or Head of School Administration)*** |
| **Title** |  | **Surname/Family name** |  |
| **Forename(s)** |  | **Employee number** |  |
| **Manager’s job title** |  |
| **Manager’s signature** |  | **Date** |  |

**Please send the fully completed, authorised form and documents to:**

**People-od.operations@manchester.ac.uk** **(this form is only accepted electronically)**