Southern Cross University

Key and Access Request Form

TO: **Access (access@scu.edu.au)**

Applicant's Details:

Please provide all of the following details so we can process your request, items with a red * asterisk are compulsory, your application will not be processed unless completed:

➢ *** Staff or Student number, it is essential for correct identification on our systems** _____

➢ *** Your e-mail address so we can let you know when your keys are ready** _____

➢ *** Surname:** _____ *** First Name:** _____

➢ *** Department/Faculty:** _____ *** Phone No:** _____

➢ **GL Code to be used should chargeback be required:** _____

➢ **Please Tick One**   Staff   Student   Contractor   Visitor   Other _____

BUILDING SECURITY SYSTEM ACCESS REQUIRED

➢ **Access Group required** (if known): _____   OR

Please provide access to the following areas:

➢ Site (LIS / GC / NMSC): _____   Building: _____   Floor: _____

➢ Room Number/s: _____

KEY REQUIRED FOR FOLLOWING ROOM/S

➢ Door Number/s (eg T1-01 & T2-01): _____

* APPLICANT'S SIGNATURE: _____

AUTHORISED BY:

* NAME: _____

(Cost Centre Head / Head of School / Administrative Directors / Nominated Persons)

* SIGNATURE: _____

(To be completed by Security Officer)

Photo ID sighted: **YES/NO** Signature Officer: _____ Print _____

Please Note

All building security access keys are to be collected from the Security Gatehouse Lismore Campus main entrance. Student or Staff photo I.D is required to collect your keys, please allow up to 5 days. All swipe cards are to be collected from Student Services, during their normal working hours. The Key & Access Policy can be viewed at https://www.scu.edu.au/property-services

Privacy Statement

We are requesting this information so that we can provide you with key and access to University property and premises. Your details will be recorded in the key register, access control system and your access to buildings will be recorded in the database. This information is not required by law however we will not be able to provide you with keys and access if you do not provide the information requested. We will treat information you provide confidentially and will not use or disclose your personal information for another purpose without your consent unless we are required to do so.

To access or update your information, or for more information on how the University manages personal information please contact the Privacy Officer at privacy@scu.edu.au