

**Request for Student Records System Access**

**This form should be completed by all members of staff who are also students of the University and/or placement students, before they are given access to systems that include either personal student data or sensitive University information.**

**The form must be signed by the line manager, who should also provide the start and end dates for placement students and staff on fixed-term contracts.**

I understand that I will be given the necessary levels of access to:

* the University of Southampton’s Student Record System, Banner, and its reporting systems, Discover and Oracle
* PGR Tracker
* any other IT systems containing personal student information
* personal information including academic progress and financial information

for the duration of my employment. I understand that I may also be given access to other University IT systems and confidential information such as exam papers to perform my role.

I confirm that I will:

* only access records pertinent to my role and no others
* not share data or information with any other party unless specifically authorised by my line manager.

I confirm that I have read the [University’s Data Protection Policy](http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Information%20Governance%20Policies/Data%20Protection%20Policy.pdf) and will comply with the Data Protection Act 2018.

Print name: Date:

Signed:

**Line Manager to complete**

|  |  |
| --- | --- |
| Employment / Placement details: |  |
| Start Date: | End Date: |
| Print name: | Date: |
| Signed: | |

Note: It is the responsibility of the line manager to request the removal of the access rights through a Serviceline ticket as soon as the student has left the Employment / Placement.