Western

Western University
Western Advancement
Request for Access to CRM, Luminate Systems and Data

Part A – Requestor (Please Print)
Name:
Western E-Mail Address:
Job Title:
Department:
Telephone Extension:
Supervisor:
CRM Lookup 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 *– **this information is used to mitigate duplicate profiles and validate the correct profile is updated with access.***

Part B – Obligation to Protect Personal Information
By signing this request for access to CRM, &/or Luminate Systems and 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 http://www.uwo.ca/univsec/mapp/section1/mapp113.pdf 1.23 UWO Guidelines on Access to Information and Protection of Privacy found at http://www.uwo.ca/univsec/mapp/section1/mapp123.pdf It is important that each Western employee with access to the CRM, &/or Luminate Systems and Data acknowledges and understands that they will have access to and be entrusted with confidential personal information. Each Western employee with access must use confidential information contained in the system only in the course of their 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 their 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 their job responsibilities and 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 CRM, &/or Luminate Systems and Data.

_____ _____

Supervisor Signature   Date

_____ _____

Requestor's Signature   Date

Send completed form to University Advancement Access Security access@groups.uwo.ca