

Information Technology Services
3333 California Street
Suite 430, Box 1211
San Francisco, CA 94143-1211
Helpdesk (415) 476-6827
helpdesk@medicine.ucsf.edu
<http://medicine.ucsf.edu/domit>

Data Access Request Form

I hereby grant my supervisor access and custody to my data.

Employee Name _____

Division _____

Effective Date _____

I am...

Permanently separating from UCSF

Going on vacation or other temporary leave

Date of return: _____

Moving to a new position within UCSF

Please give my supervisor _____
or her/his delegate access to and custody of the following data:

Email on campus servers

Email on department/division computer(s)

Data on department/division server(s)

Data on department/division computer(s)

I **do not** grant access and custody to any of the above data.

Employee's signature

Date

Supervisor's signature

Date

Instructions

The Data Access Request Form should be completed and signed together by the employee and their immediate supervisor. If the employee does not have an immediate supervisor, the Division Administrator should sign in the supervisor's place. This form should be completed just before the employee separates. This form cannot be completed before the employee's separation date is known.

Access & Custody

- Checking the **email on campus servers** box allows the supervisor or delegated staff to access your email on the campus email server after you leave (via webmail or Outlook/Entourage).
- Checking the **email on departmental computers** box allows your supervisor or delegated staff to login to your computer to access your email via any email client.
- Checking the **data on departmental servers** box allows your supervisor or delegated staff to access your data on any departmental server.
- Checking the **data on departmental computers** box allows your supervisor or delegated staff to access your data on any departmental computer.
- Checking the **I do not agree to give access & custody to any of the above data** box, or not checking any of the email or data check boxes, prohibits your supervisor or delegated staff from accessing any of your data without successfully completing the Access Without Consent procedure. Please see the OAAIS [Access Without Consent page](#) for more information.

Preparing for Access

After this form is completed, the supervisor should give the employee specific instructions for preparing their data for access. Some examples:

- At the close of business on the day the employee is leaving, she should archive all mail from her inbox into the email archives on her computer.
- The employee should remove all personal emails and files from data being transferred to their supervisor or successor.
- Files and folders to be transferred should be put in a folder named **Data Transfer** and stored on a common file server or in the **Shared Documents** folder on the employee's computer.
- The supervisor should consult with her IT service provider to make sure that files and folders stored on a common file server are made accessible to the supervisor and/or the employee's successor.
- The supervisor should give the employee wording for his Out of Office message, and the employee should enable the Out of Office message a week before his last day.

Supervisor, please fax a copy of the signed form to DOM IT Services at 415-476-9531, or send a copy via campus mail to box 1211. If you have any questions about access to data, please contact the Director of IT Services at 415-502-7822.