



ELECTRONIC INFORMATION ACCESS FORM

BALL STATE UNIVERSITY OFFICE OF INFORMATION SECURITY SERVICES

This form is used for requesting access to electronic information belonging to another employee. This information can be stored in their email box, on their Ball State University owned computer, or in other locations. Questions regarding the use of this form should be directed to the Information Security Services team at ois@bsu.edu.

NOTICE

Use of this account is subject to the university Information Technology Users' Privileges and Responsibilities policy available at: <http://www.bsu.edu/security/itpolicy>. Violations of this policy will result in the immediate termination of access. The requestor must be aware and follow the special notes and guidelines.

- a) This access must be used only for business related purposes
- b) Access to this information must be relinquished upon request from the Office of General Counsel
- c) Users accessing another's email account must not present themselves as the original owner of the account.

REQUESTOR

First Name

Last Name

BSU ID

E-mail Address

Phone

REASON FOR REQUEST (DEFINITIONS ON PAGE 2)

Permission Granted by Owner _____ Violation of Law or Policy _____ Critical Operational Necessity _____

Deceased or Incapacitated Individual _____ Internal Audit Need _____ Response to Lawful Demand _____

Substantial University Risk _____

ACCESS REQUESTED

Email _____

Computer _____

University Cloud Storage _____

Route Completed Form to Office of Information Security Services

Internal Use Only

Received

Received By

Completed

Completed By



Permission Granted by Owner - receives a written authorization from the individual to whom the account or device or communication has been assigned or attributed.

Violations of Law or Policy - receives a written authorization from the appropriate campus Chancellor, Provost, Human Resources Director, or Dean of Students (or equivalent) for situations where there is reasonable belief that the individual to whom the account or device is assigned or owned has engaged, is engaging, or imminently intends to engage, in illegal activities or violations of university policy using the account or device in question.

Critical Operational Necessity - receives a written authorization from the senior executive officer of a department for situations in which retrieving the material is critical to the operation of the department and when the account holder is deceased, terminated, incapacitated, unavailable, or unwilling to provide access.

Deceased or Incapacitated Individual - receives a written authorization from the senior executive officer of a department or school who has consulted with the campus Human Resources Director, Dean of Faculties, or Dean of Students to provide access to a lawful representative (e.g., spouse, parent, executor, holder of power of attorney) of a deceased or incapacitated employee, faculty member, or student.

Internal Audit Need - receives a directive from the Director of Internal Audit for information relating to specific audits or investigations.

Response to Lawful Demand - receives authorization from the Office of General Counsel confirming that access is required under the terms of a valid subpoena, warrant, other legal order, or contract, or an applicable law, regulation, or university policy.

Substantial University Risk - receives an authorization (written, or verbal with written confirmation) from the appropriate campus Chancellor, Provost, Vice President, or equivalent approving access after concluding that access is needed to address an emergency or to avoid or minimize exposure of the university to substantial risk of harm or liability.

UNIVERSITY APPROVAL

By signing below, I certify the requestor's information above is correct. I approve and authorize the module access under the provisions listed above.

Unit Head Approval

Date mm/dd/yyyy

Security Approval

Date mm/dd/yyyy

Final Approval (Office of General Counsel)

Date mm/dd/yyyy

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_____ Received	_____ Received By
_____ Completed	_____ Completed By