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| --- | --- | --- |
| **Name of Requestor** | **Name of person who requires access and/or alarm code (if different to requestor)** | **Date of Request** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Secure Zone / Security mechanism** | **Further Information** | **Access required to this region (mark with an ‘X’)** | **Security Control used to protect this secure zone** | **Access Request completed**  **By person:**  **Access mechanism provided to applicant on date:** | **Justification** |
| Main Entrance/Admin Hub Office/Congregation & Ground floor door – swipe-card door lock |  |  | UoM Swipe-card |  |  |
| Alarm code for the Vaughan House building |  |  | Numerical key code |  |  |
| 4-Digit Lock Code for the gate at the entrance to Vaughan House |  |  | Numerical key code |  |  |
| TRE Server Room / swipe-card and key door locks | A person with permission to enter this room must have both swipe-card access and be in possession of a door key |  | UoM Swipe-card & key |  |  |
| Secure Data Access Room / Code for the key-safe containing the door key (and use of that key) | Access to the door key does not automatically grant a person access rights to this room\* |  | Numerical key code / door key |  |  |
| Secure Data Access Room / Swipe-card Access | An activated ID card does not automatically grant a person access rights to this room\* |  | UoM ID Card activation |  |  |
| Access to view Vaughan House CCTV Footage |  |  | Access to PC in room G.002 with CCTV viewing software |  |  |

\* Both an activated ID card and access to the door key must only be granted to a person who has permission to enter and work within the Secure Data Access Room unattended, in accordance with document SOP-02-23, which they must also read.

All completed forms requesting general access to Vaughan House must be returned by email to: xxxxxxxxxxxxxxxxxx

All completed forms only requesting access to the TRE Server Room and/or Secure Data Access Room must be returned by email to: xxxxxxxxxxxxxxxxxxxxx

If this form is requesting access to the TRE Server Room or the Secure Data Access room, the Q-Pulse Administrator will attach the completed form to the Person record of the applicant.