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# University College Cork

## Access to Staff Account

### Version 1

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Procedure Relating to Access by or Disclosure to a Third Party of Information in a Staff Member's Files or Email Account

## Document Location

<http://www.ucc.ie/en/it-policies/procedures>

## Revision History

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Version Number/Revision Number	Revision Date	Summary of Changes

## Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes

## Approval

This document requires the following approvals:

Name	Title	Date

This procedure will be reviewed on a periodic basis

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## Purpose

Procedure Relating to Access by or Disclosure to a Third Party of Information in a Staff Member's Files or Email Account

While the College retains the right to monitor, read or disclose the information in a staff member's files or email account without the user's consent, the need to do so should arise only in exceptional circumstances. The circumstances in question would include the following:

- where there is reasonable evidence that there is or has been a violation of the Acceptable Use Policy.
- when required to do so by law
- where, without access to the information in the account, the operations or functions of the College are likely to be seriously obstructed or impeded or where there could be serious safety or financial implications.
- where the account holder is no longer a member of staff or retired staff.

Any request to the IT Services to disclose, or to provide access for a third party to information in a staff member's files or email account etc. must be in accordance with the following procedure:

## Definition

The request must be authorised in writing by the staff member's Head of Department or by two members of the Deans/EMG. The request must indicate the reason for access/disclosure. In the case where the request is from the Head of Department, a copy of the request must be sent to the staff member's home address.

Those authorising the access will nominate one or more individuals to be provided with access. Alternatively, the Director will nominate two members of the IT Services staff to extract the necessary information both of whom will be present at all times when the information is being accessed. They will disclose the information directly to the individual(s) making the request and to no one else.

Only the minimum information required to satisfy the request should be accessed.

In an emergency situation where it is not possible to get the necessary authorisation within the time available, approval should be sought by the person requesting access/disclosure as soon as possible thereafter. The IT Services staff who respond to the request in this case must provide a report for the Director stating the reason for the request, the name of the person who made the request and the name of the user whose information was to be accessed.