



## STRICTLY CONFIDENTIAL

### Form M02 - Request for authorization for access to stored documents in accordance with LBS monitoring computer and network use policy

Please ensure you have read the LBS Monitoring Computer and Network Use Policy **before** using this form. This form is to be used when authorization for access to stored documents is requested in accordance with section 6 of the LBS Monitoring Computer and Network Use Policy.

The following must be completed by the person issuing the request and signed by the appropriate person<sup>1</sup> **and** the LBS Data Protection Officer **before** access takes place.

Person requesting access	
Job Title	
Department	

Please supply the following details:

Material to be accessed, including its location and ownership. If the location is not known what search methodology is proposed to avoid compromising privacy?	
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<sup>1</sup> Monitoring or access to stored material to investigate policy (or legal) compliance may only be carried out with written authorization from one of the following (or their deputies) as appropriate:

- the Director of Research Faculty Office or the Chief People Officer (CPO) (in pursuance of faculty/staff disciplinary matters, as appropriate)
- the Associate Dean, Degree Education and Careers Centre or the Associate Dean, Executive Education or the Associate Dean, Advancement (in pursuance of student/alumni disciplinary matters, as appropriate)
- a member of the Information Security Group (in pursuance of security issues)
- a member of the IT SMT (in relation to systems under his/her authority)
- the School Secretary.

Reasons for this request. This <b>must</b> include an explanation of why a delay in access would be disproportionately detrimental to LBS's interests.	
Intended duration of the proposed activities.	
The names and job titles of those who will access the stored material (NB LBS policy requires that this must be witnessed and logged).	
Steps to be taken to protect privacy (including the privacy of the owner of the target material).	

Authorization: Name (block caps):

Position:

Signature

Date

**When complete, please send to the LBS Data Protection Officer (dpo@london.edu) who will approve and return to the person being so authorized.**

DPO approval:

The owner of the stored material must be given a copy of this form, a list of material accessed and a copy of the logged actions.

