REQUEST FOR ACCESS TO VIEW SENSITIVE DATA

The University takes its responsibility for securing our employees' sensitive information (including social security numbers) very seriously. As such, the University restricts the ability to see sensitive data, including Social Numbers. The following Central Office user has a business need to be able to view Sensitive Data, including Social Security Numbers (SSN) or Tax ID Number (TIN).

Information About Person Requesting Access to View Sensitive Data

Last Name:		**First Name:**		**MI:**		
Department Number:		**Department/School Name:**		**Phone:**		**Campus Box:**
Onyen:		**PID:**				
Working Title:		**Email Address:**				

Justification for Sensitive Data Access

Add or Remove Sensitive Data Access

Action Requested and Effective Date *(select one)*	☐ Add Sensitive Data Access ☐ Remove Sensitive Data Access *effective:*

SIGNATURES *(Required)*

User Signature:		Date:	
Name of Director of Employee *(please print)*		Title:	
Signature of Director:		Date:	

To receive sensitive data access, this form must include the business justification, be signed by the Director of the employee (proxy signatures not accepted) and uploaded by the Access Request Coordinator using the Access Request Tool.