USQ
AUSTRALIA

CORPORATE RECORDS
REQUEST FOR TRIM USER ACCESS

Please read and sign, forward to your Supervisor for signature, and return to Corporate Records (B116).

NAME:	**STAFF ID:**
POSITION:	**FACULTY /SECTION:**
EMAIL:	**PHONE NO:**
PC ASSET / ID NO:	**ROOM NO:**
OPERATING SYSTEM: (Eg. Windows 7, XP)	**MICROSOFT OFFICE VERSION:** (e.g. 2010)
USER NAME LOGIN: (PC login)	**TRIM PASSWORD:** not required at this time

DECLARATION: I have read, understand and agree to abide by the conditions of access and use attached.

Staff member's signature: ……. **Date: ……/……/……**

Supervisor's signature: …….. **Date: ……/……/……**

For Corporate Records Use Only

Access approved by: ……..... **Date: ……/……/……**
(System Administrator)

ICT Heat Job Requested: ……Job No: …….. **Date: ……/……/……**

USER TYPE: Please tick (1) only

☐ **Information Manager** ☐ **End User**

☐ **Information Worker** ☐ **Inquiry User**

SOFTWARE INSTALLATION:

Install TRIM Context: ☐ **Yes** ☐ **No (power or end user)**

Install TRIM Scan: ☐ **Yes** ☐ **No (selected users only)**

Install Document Queue: ☐ **Yes** ☐ **No (all users except inquiry)**

Access Control Group: …….....

CONDITIONS OF

ACCESS AND USE OF USQ RECORDS MANAGEMENT SYSTEM

You have been granted user privileges in USQ's corporate records management system, TRIM Context.

This means that you will have rights to view and use significant records and information regarding USQ's functions, activities and clients. The records you may access in TRIM are not in the public domain, and many contain information which is confidential or sensitive for personal privacy, security, commercial or legal reasons. Confidential (classified) information must be safeguarded from unauthorised use or disclosure.

As a USQ staff member, you have a general obligation to access and use USQ information only for legitimate purposes associated with your role or duties at USQ. This obligation is outlined in the Code of Conduct for staff available at: http://www.usq.edu.au/hr/polproc/mgrtoolkit/mtpart1/p1code
and in other University policies such as the USQ Privacy Policy available at: http://policy.usq.edu.au/portal/custom/detail/privacy-policy/

Compliance with the Code of Conduct and University policies is a condition of your employment and breach of the Code or University policy may result in disciplinary action being taken against you.

You therefore have an obligation to access and use the records and information in TRIM for appropriate USQ purposes related to your duties, and to maintain the confidentiality of all information that you obtain through the TRIM records management system. This means that you must not disclose any information except for legitimate and authorised USQ purposes.

To confirm that you have been formally instructed in your obligations in using USQ records and information, you must accept this agreement prior to your user privileges in TRIM being activated. By accepting and signing of the front page, you acknowledge that:

- Your access is not transferable;
- You understood the requirement to maintain confidentiality of USQ information,;
- You agree to access and use USQ information only for legitimate USQ purposes associated with your role or duties at USQ;
- You will not communicate, reproduce or disclose USQ information except for the purposes for which access is given or where authorised to do so by USQ policies and procedures or other statutory or legal requirements;
- Hardcopy documentation obtained from TRIM must when no longer required be destroyed by shredding or in a confidential bin.
- USQ monitors logs and audit trails in the records management system and may undertake random audits of your access and usage activity to ensure that USQ information is being used in accordance with this agreement and other University requirements.