



## Office of the Vice President Finance and Operations

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### ADMINISTRATIVE SYSTEMS ACCESS RESPONSIBILITIES

The university is responsible for protecting all personal information in its custody and for ensuring appropriate security controls are in place to prevent unauthorized access to private information. One critical component of security is to ensure that only authorized individuals have access to data within our university administrative systems. The designated administrative authority, normally the supervisor in non-academic units and the Chair/Director/Dean in academic units, is responsible for proactively managing systems access.

Arising from recommendations from our External Auditors as well as to support compliance with UVic's Protection of Privacy Policy and Procedures for the Management of Personal Information, we have developed a new report that will assist you in fulfilling this responsibility.

The new report, the Administrative Systems Access Report, will be sent to you electronically once per term starting June 13, 2012. The report lists staff, faculty and contractors who have access to administrative systems (Banner, FAST) and asks that you, as the unit supervisor, validate the information listed to ensure that proper access to these systems is maintained. As part of your review, we ask that you consider whether system access is appropriate in the context of the following guidelines:

- A current staff or faculty member's "need to know" in relation to their current responsibilities
- Employee or sub-contractor status (active or non-active, casual, work-study)
- Change in duties within current role either temporary or permanent
- Transfer to another role or department
- Terminated or retired staff or faculty who are no longer actively performing their job function
- Staff or faculty on temporary or long term leave

Initially, reviewing this report may take a little longer as you consider each of the above and, in particular, the "need to know" consideration. In subsequent reports, the focus will be on changes in status or responsibilities. Retired or terminated staff, non-active contractors, and staff who are on leave from UVic must have their systems access removed at the end of the last day they actively perform their normal job function. You can initiate systems access changes for Banner and FAST by emailing [provision@uvic.ca](mailto:provision@uvic.ca) to change access to the Student, HR and Finance modules. We have also added a section within the Advice of Separation and Status Change forms to confirm systems access changes have been requested.

We recognize that leaves from a position can occur for a variety of reasons. It is standard practice that access be removed when an employee goes on leave, be it for maternity, personal, medical or secondment. During study leave and administrative leave, faculty may need to retain access to some systems. The supervisor must consider the context of the leave and may, in limited instances, determine that access be continued during the particular leave; the supervisor should consult the Administrative Authority in their area to address Privacy Policy and procedural compliance. Reasons to support continued access should be provided on the Position Status Change form submitted at the time leave is reported.

Systems access changes for an employee's job duties or transfers within or to another department should be made on the date of change in job duties or transfer.

By responding to the email that contains the Administrative Systems Access Report, you confirm that the access for your staff, faculty and contractors is appropriate, that you have reported any changes that are required and the systems access complies with the university's Protection of Privacy Policy and Procedures for the Management of Personal Information.

Please refer to policy [Protection of Privacy Policy GV0235](#) for further information.

Thank you very much for your assistance.