

FORMER STAFF DATA ACCESS REQUEST FORM

IN ORDER TO ENSURE AND MAINTAIN THE INTEGRITY OF ALL FORMER STAFF MEMBER'S DATA, IF APPROVED, ONLY COPIES OF THE REQUESTED DATA WILL BE PROVIDED.

DIRECT ACCESS TO THE REQUESTED DATA WILL NOT BE GRANTED

PLEASE COMPLETE THE FOLLOWING INFORMATION. A <u>SEPARATE FORM</u> MUST BE COMPLETED FOR EACH INDIVIDUAL REQUESTING ACCESS TO A FORMER STAFF MEMBER'S DATA.

REQUESTOR INFORMATION:	
NAME (Please Print):	
TITLE:	
WORK LOCATION:	
FORMER STAFF MEMBER INFORMATION:	
NAME:	
JUSTIFICATION FOR REQUEST:	
DATA ACCESS REQUESTED (CHECK ALL THAT APPLY)	
MICROSOFT ONEDRIVE	
GOOGLE DRIVE	
LOCAL PC FILES (LAPTOP, DESKTOP, ALL-IN-C	DNE) ASSET TAG#:
OTHER PLEASE SPECIFY:	

SIGNATURE OF REQUESTOR

DATE

PLEASE RETURN THE COMPLETED FORM TO THE HELP DESK – QUESTAR III CENTRAL OFFICE



FORMER STAFF DATA ACCESS REQUEST FORM

SIGNATURE OF PROGRAM / DEPARTMENT DIRECTOR	PRINT	DATE
SIGNATURE OF HUMAN RESOURCES DIRECTOR	PRINT	DATE
SIGNATURE OF DATA PROTECTION OFFICER	PRINT	DATE
SIGNATURE OF CHIEF INFORMATION SECURITY OFFICER	PRINT	DATE

T DEPARTMENT USE ONLY
IOTES: