



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 SEPARATE FORM MUST BE COMPLETED FOR EACH INDIVIDUAL REQUESTING ACCESS TO A FORMER STAFF MEMBER'S DATA.

REQUESTOR INFORMATION:

NAME (PLEASE PRINT): _____

TITLE: _____

EMAIL ADDRESS: _____

WORK LOCATION: _____

PHONE #: _____

FORMER STAFF MEMBER INFORMATION:

NAME: _____

JUSTIFICATION FOR REQUEST: _____

DATA ACCESS REQUESTED (CHECK ALL THAT APPLY)

☐

EMAIL

☐

MICROSOFT ONEDRIVE

☐

GOOGLE DRIVE

☐

LOCAL PC FILES (LAPTOP, DESKTOP, ALL-IN-ONE) ASSET TAG#: _____

☐

OTHER

PLEASE SPECIFY: _____

SIGNATURE OF REQUESTOR

DATE

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

