

Access and Identification Card Procedure

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1. APPLICATION

This procedure applies to:

- (a) staff of the University
- (b) associates of the University affiliated in an honorary capacity as conferred by Council
- (c) volunteers who have a volunteer agreement in existence
- (d) contractors, service providers and employees of other organisations which have agreements to access University resources or facilities.

2. PURPOSE

This procedure details the terms and conditions of use under which identification cards will be issued and maintained.

3. CONDITIONS OF USE

It is the responsibility of the cardholder to ensure the proper use of his/her identification card.

The University accepts no responsibility for actions or consequences which take place as a result of misuse of the card, whether such action is by the nominated cardholder or other persons.

The University card must be carried with the card holder at all times whilst on University campuses and produced on request of an authorised person.

The following conditions apply to the use of the identification card:

- The card may not be used by a person other than the person to whom it is issued;
- The card may only be used within its period of validity;
- The card remains the property of the University and must be returned your supervisor at the time of resignation or termination of employment;
- The card holder accepts responsibility for all library books and other University property issued against the card, and agrees to meet the terms and conditions applying to the issue of that property;
- If a card is lost, stolen or damaged, then the loss or damage must be reported to the local security office immediately or as soon as practicable after the cardholder becoming aware of the loss or damage;
- If a card is lost or damaged, replacement cards are available through your local FM Assist office.

4. IDENTIFICATION CARDS

4.1 Purpose of Identification Card

The identification card is a multi-use identification and access card to be used for:

- a) Visual identification of staff, associates and volunteers
- b) Access to Cardax controlled buildings
- c) Monitored photocopying and printing services
- d) Library services

4.2 Determining eligibility

Individuals associated with the University and whose information is recorded within the PTC system will be eligible for an identification card.

To receive an identification card an individual must be:

- a) A staff member holding either a continuing, fixed term or casual appointment on a full time or fractional basis; or
- b) An associate of the University affiliated with the University in an honorary capacity as conferred by Council; or
- c) A volunteer of the University who has entered into a volunteer agreement with the University.
- d) Employees of other organisations which have agreements to access University resources or facilities

Although staff, associates and volunteers have different relationships with the University, there will be one identification card layout for all three, however the word "Staff" or "Affiliate" will be printed on the card in the bottom right hand corner with a different colour block for each type for clear distinction.

Those individuals who fall outside of the staff or associate category will be deemed as "Other". These may include employees of other organisations which have agreements to access University resources or facilities, contractors or service providers.

In addition, an "Authorised Person" card will be produced for those people who have been conferred with powers under the by-laws and have the authority to police the University. These people may not necessarily be staff members of the University, they may be staff members of an external organisation who supply security services to the University.

New staff will be issued with an identification card upon commencement with the University. An automated email containing a Personal Identification Number associated with the card will be forwarded to the card holder immediately after an identification card is printed.

4.3 Data recorded on the card

The identification and access card may display the following information:

- (a) the University logo;
- (b) the individual's full name;
- (c) a digitised colour image of the individual;
- (d) the word 'staff', 'affiliate' or 'authorised person' to denote the status of the holder;
- (e) the individual's identification number;
- (f) a barcode number
- (g) a citation and VCs signature (authorised persons card only)

The reverse side of the card will have an electronic chip encoded with access details.

4.4 Digitised Image

The digitised image is an essential element of the University identification card. The image is captured directly by card issuing staff at service centres and stored on the identification database which is secure.

Staff who request an exemption from having a photograph on the card on the basis of religious or cultural beliefs should apply in writing to the Executive Director: PTC (or nominee) for approval. Identification cards that are issued exempt of a photograph will be endorsed to that effect.

4.5 Validity of the identification card

An identification card will become invalid upon termination or resignation from the University or when it reaches its designated expiry date.

4.6 Replacement cards

If a card is lost, stolen or damaged, then the loss or damage must be reported to the local security office immediately or as soon as practicable after the cardholder becoming aware of the loss or damage and will be replaced.

Staff whose physical appearance changes significantly or who change their name must also request a replacement card. These cards will be provided at no cost to the cardholder.

Staff are able to make a self-service request through their 'my details' home page section of the staff portal for a replacement card, or alternatively, request a replacement card at the local service centre.

5. STORAGE, USE AND DISCLOSURE OF INFORMATION

All information recorded on the identification card will be held on secure specialised identification card equipment. Access will only be available to staff authorised by the Vice Chancellor (or nominee).

Data required for library access and various building access will be up-loaded to the computing systems as required. Digitised images will not be included in this data to be up-loaded.

Access to stored digitised images will be restricted to those persons granted access to personal files, these being:

- (a) the staff member, associate or volunteer concerned;
- (b) the staff member, associate or volunteer's supervisor;
- (c) the Vice-Chancellor or nominee;
- (d) Staff whose duties require them to have access to the staff identification system.

In the event that a copy of the digitised image is requested for any purpose other than the reproduction of an identification card for the staff member, the written consent of the staff member will be required prior to the details being released.

6. IDENTIFICATION CARD ON TERMINATION OR RESIGNATION

On termination or resignation, the identification card must be returned to your supervisor and disposed of accordingly.

Staff must surrender the card on the completion of the end of employment form, prior to their departure.

FURTHER ASSISTANCE

Further advice may be sought from:

- The Facilities Management Unit
- The People, Talent and Culture

July 2021