

Personal Data and Sensitive Personal Data Access list template



This form is to be used to identify the staff members authorised to access specific files or Personal Data and/or Sensitive Personal Data elements. It is to be completed by the **Data Executive** (head of University Department in which Personal Data and/or Sensitive Personal Data are managed) and periodically reviewed at least once per academic year. **Note:** Staff members leaving the department/unit should be **immediately** removed from the Access List for that department/unit.

Personal Data / Sensitive Personal Data (File / ERP Module name)	Brief Description (Data)	Location	Date Obtained (if applicable)	Staff Member with Access			Immediate Supervisor	
				Name	Job Title	Duration of Access	Name	Job Title

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Form Completed By:

Name of Data Executive	Job Title of Data Executive	Signature of Data Executive

Date of Completion: _____
dd / mm / yyyy

Date of Next Review: _____
dd / mm / yyyy