



## Office of Information Technology

### Authorization of Data Access Form

All requests for use of IT resources will be governed by the Bergen Community College Acceptable Use Policy and applicable administrative guidelines.

This form indicates an authorization for OIT to grant access to data stored on college systems to an individual other than its creator or owner. If approved, OIT will work with the specified individual to grant appropriate access to requested data.

Department \_\_\_\_\_

Original owner of data \_\_\_\_\_

User receiving access to data \_\_\_\_\_

Description of data to which access is requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for Data Access: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor/Dept Head \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form to the BCC Help Desk, A205E.