It is integral to the reputation of a University that its student records are of the utmost reliability and integrity, and that their security is fully protected. UTS has instituted a number of measures to safeguard its student records and has assigned responsibilities to those accessing and using the records. One set of responsibilities applies to staff who are, or who have been, students of UTS (*or preceding institutions*), and who may have access to the Curriculum and Student System (CASS). Most importantly, a member of staff should never use their access to this system as a member of staff for personal, non-employment related purposes. In particular, they should not use their direct access to CASS to access their own student records, even for read only purposes. Instead they should use the methods provided to students generally to seek access, such as through e-student (when it is available). Staff should never alter any records relating to their own individual student career at UTS. (*It is acknowledged that it may be necessary for some staff in the course of their normal duties to run bulk processes to change records that might result in changes to their own record. The audit measures below apply equally to these staff.*)

As part of the data protection procedures, random audits will be made of all CASS data entry activities to check on their appropriateness and the authority for the entries. Specific audits will be made of entries by members of staff who are, or who have been, students of UTS and to ensure the validity of these records, a copy of the academic record of each of these staff will be made at the start of each semester and held in a secure location. These records will be regularly compared to subsequent versions on CASS and audited for appropriateness of any changes. (*All copies of academic records and any other documents will be kept in a secure location and accessible only to those people responsible for the auditing*)

If you are, or have been a student of UTS, a condition of your being authorised as part of your employment responsibilities to make data entries or alterations on CASS is that you complete and sign the attached form. The form provides the University with the information it needs to undertake relevant audit and related processes. It also evidences:

- your acknowledgement that you understand the importance of the security and integrity of the student records held on CASS:
- you are aware of the audit and related processes the University employs to protect that integrity, and
- your undertaking to observe the restrictions that the University requires in respect of data entry by staff who are, or who have been, students of UTS.

Please ensure you have fully read this document, then complete all sections on the attached form.

If you have any questions or concerns please contact cass.helpdesk@uts.edu.au (ext 7964) who will forward you question to the relevant person.
UTS Staff Student Identification Declaration Form

Staff No: ______________________
Surname: ________________________
First Name: ______________________

UTS Student Number: ____________
Surname: ________________________
First Name: ______________________
(Write “as above” if same name has been used for both student and staff purposes)

Current Student: ☐ yes ☐ no
Faculty / Unit: ______________________
Past Student: ☐ yes ☐ no
Course Title(s): ______________________
(Give details of all courses commenced at UTS, whether or not completed. Attach details if insufficient space provided here.)

Period(s) of study From: ____________ To: ______________
From: ____________ To: ______________
From: ____________ To: ______________
From: ____________ To: ______________

Telephone Ext No: _______________

Email (UTS Email only) ____________ @uts.edu.au

Faculty / Unit Manager: __________________________________________

I have read the above form and understand its relevance to me. I have fully and accurately disclosed the relevant information above, or in the documentation attached.

__________________________________  _____________________________________
Staff Signature                          Current Position

______________________________
Date of Signature

Please complete all sections on this form and forward the completed original form to:

CASS Helpdesk, Room 506, Building 2, Level 5, Broadway.