



## ANU Data Centre Request for Access

This form is to be completed by individuals who require ongoing access to an ANU Data Centre. Individuals are required to seek endorsement from an ANU data centre delegate, identifying a legitimate need for ongoing access. Once completed, this form must be submitted to the university officer responsible for the ANU data centre facilities - Associate Director, Infrastructure. Once access has been approved, users will be required to undergo an induction session conducted by a member of the Data Centre Operations Staff (DCOS) prior to accessing any ANU data centre or associated spaces, unaccompanied.

### Individual applying for data centre access:

Name: \_\_\_\_\_

Division/Area/Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reason access is being sought:

\_\_\_\_\_

**Period of access:** (if ongoing access is required, please mark 'Finish Date' as, ongoing):

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

### Data centre(s) for which access is being requested (tick as appropriate):

Leonard Huxley Data Centre	(LHDC)	
Leonard Huxley Data Centre - storage	(LHDC)	
NCI Data Centre	(NDC)	
NCI Data Centre - storage	(NDC)	

### ANU Data Centre Delegate approval

I, \_\_\_\_\_, hereby request that the abovementioned individual be granted access to the ANU data centre(s) as detailed above.

Delegate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Access Authorisation

This section is to be completed by data centre users following an induction session conducted by a member of Data Centre Operations staff (DCOS). A signed copy will be held on file with DCOS.

You are being authorised for physical access to the Australian National University's Data Centres. By signing below you are agreeing to the following conditions of access and behavior within the data centres:

- I have undergone induction by a member of DCOS.
- I have read and understand the ANU Data Centre Standards document.
- I accept responsibility for my behavior in the ANU data centres and understand that I am responsible for the behavior of any guests I escort in the data centres.
- I understand the importance of physical security of the ANU data centres and undertake to act in a manner so as to maintain the physical security of the ANU data centres at all times. In particular, I undertake to NOT loan my access card to anyone.
- I agree to the conditions of admittance detailed under section 4.1 of the ANU Data Centre Standards.
- I undertake to act in accordance with the behavior requirements detailed in section 4.2 of the ANU Data Centre Standards, and I understand that a breach of these requirements will result in revocation of my physical access to the data centres.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DCOS Name: \_\_\_\_\_

DCOS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Discontinuation of Access:

DCOS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DCOS will undertake 3 monthly access audits and may request revalidation of the ongoing need for access. Any extended non-use will result in access being terminated, after confirmation by DCOS that access is no longer required.

Please leave completed form with a member of DCOS, or email to [dco.its@anu.edu.au](mailto:dco.its@anu.edu.au)