

Q&A s for the University Card: Staff and Associates

About the card

Q. What is the University Card?

The University card is a credit card sized card we will issue to all members of staff, students and certain classifications of associates. It will replace some of the other cards you currently carry around including your door access card, your library card and sports centre card if you have one. Other functions will be added as other systems come on-line e.g. centralised printing.

The card will have your name on the front and will contain a chip which will store the same information as your old cards for example buildings and rooms you are allowed access to and your library number.

Some members of staff who are required to have an ID card, for example members of the facilities team, who need to gain access to different parts of the University, will also have their photo on the card and WILL use this as ID.

Students will use this card in the same way they use their current student card.

Q. Why are you introducing a University Card for staff?

card is managed locally by the function providers (Security manage door access, sports centre manage membership cards). These cards will grow in number as further needs arise, for example centralised print management and car parking.

The administrative overhead of managing many cards is costly and inef
inconvenient for staff to have to carry around more and more cards during their working day.

The aim is to provide a way of getting current and future functions to operate using a single card token for students and staff. In doing so, p
-stop-
to get around campus and get access to the things they need to do

periods.

Q. Who will have a University Card?

Anyone working or studying at the University will have a University Card. There will be three different types of card issued and what you will use the card for will depend on which category you fall into:

damaged.

The intention of the card is to reduce the number of cards we need to issue, and staff need to carry, to access the rooms, services and resources they require.

Q. Why aren't we putting all current card functions on the new card straightaway?

There are both practicable and resource reasons for not implementing the multi-function card with all functions built-in immediately using a "big bang" approach. Each satellite system is in a different phase of readiness for the new card and some changes need to be made sequentially in order to make the systems work together. Hence the phased approach. There are also greater risks in "switching" a number of systems at the same time. Finally, to shorten the timeframes for including all functions would require much greater resourcing than is available.

Q. Is this a security risk now the Card has my name on?

We appreciate there is a slight increased security risk now that the University Card has a name appearing on the front (and possibly a photo). We have considered this risk and feel the threat posed is far outweighed by the benefits of introducing the single University Card.

We do ask that staff are vigilant in reporting any lost or stolen cards immediately. We also request that line managers, supervisors and office managers retrieve the University Card from any members of staff who are leaving the University.

Q. I have some issues with the restrictions I have on my access control card. Will this card exacerbate this?

No. The University card would simply replicate your current access control card. If you believe you are inappropriately prevented from accessing certain areas you should address this with Security Services or with your departmental administrator if local security control has been delegated to them.

Q. I have access to sensitive or high security areas with my current access control card. I am concerned that if I incorporate this access onto a card that includes my photo, loss of this card might give a malicious finder a clue as to where it might be used for access.

Sensitive and highly secure areas should have further levels of security in addition to the use of a swipe or proximity card.

issued alongside your University Card. I card can be

Data collection and storage

Q. Are you collecting data about me on the card?

No personal information will be collected on the card chip only reference numbers for use by internal University systems are stored there.

The information needed to log your library books, to open the rooms where you have access and eventually to open car parking barriers and to prompt printing will be stored. This is not information about you; it is information necessary for you to carry out your day-to-day activities.

Cards will be issued in accordance with the data protection act which prevents any misuse of information and guarantees you will always be informed of exactly what information is collected and for what purpose the information will be used.

Q. What do you use the data for?

The data collected by the systems is the same as currently collected using the separate cards. For example, the access control systems store data on each time the card is used to enter or exit doors.

Access data is not used unless on the rare occasion there is a breach of security which warrants investigation.

Access of any car park barriers is stored in the same way and any data here is used purely and anonymity is retained.

Changes to the use of data are strictly managed by Operations Group and audited by the University Records Manager.

Q. Are the systems where data is stored secure?

We are using the existing systems currently used for door access, library numbers etc. These systems have data protection processes and protocols. Any changes or additions to these systems will incorporate a data security assessment.