**CamSIS User Registration Form**

SURNAME\*: FORENAME (S)\*: CRS ID\*: TELEPHONE\*: DOB\*: \_

JOB TITLE\*: EMAIL\*:

USN NUMBER: ORGANISATION\*:

**\* Please ensure that you complete all fields with a star against them.**

**NOTE: Please note that a CRS ID is required to obtain a CamSIS User ID, therefore forms without a CRS ID will not be processed.**

**If you know your USN please provide it in the appropriate field, to avoid the creation of any potential duplicates. If you do not have a USN, you will be given one during the initial CamSIS account set up.**

I acknowledge and undertake to observe the following rules:

1. Data is disclosed to me only for University/College business.
2. Data is only to be used within the terms of the data protection notices given to students. I confirm that I have read these notices and the Quick Guide leaflet entitled ‘University of Cambridge Student Information System: Putting the Data Protection Principles into Practice’ [(http://www.camsis.cam.ac.uk/cam-only/current\_users/data\_protection/).](http://www.camsis.cam.ac.uk/cam-only/current_users/data_protection/%29)
3. Data is to be used only within the specific role for which I have been given access. (For example, data received as tutor must not be used in a teaching role).
4. I will observe the following requirements:
	* CamSIS data is to be held securely bearing in mind the nature of the data and the harm that may result from a security breach. This includes the physical security of the premises in which I work (for example, a duty to ensure the burglar alarm is set).
	* CamSIS data is not to be held insecurely or on my desk at the end of the day.
	* My PC will be locked when I am away from my desk and CamSIS is open.
	* I need to change my password regularly and sensibly.
5. I understand that all CamSIS data is to be treated as confidential.
6. I will not transfer any CamSIS data:
	* into external cloud services (for example, DropBox), or
	* outside the MISD firewall or downloaded to portable devices (laptops, tablets, memory sticks, etc.) unless encrypted.
7. When working remotely:
	* I will ensure PC security is adequate (in terms of passwords, locking when not in use, viruses and firewalls).
	* I will not leave portable devices unattended, especially in cars, or carry them insecurely in bicycle baskets.
	* I will make sure that data is kept separate from other material that children or others could have access to.
8. I will look after hard copies to the same standard as electronic copies. I will put hard copies away securely when not in use, particularly if premises are unattended. I will not keep hard copies for longer than needed and on disposal will shred.
9. I will not disclose data to anyone else unless I have checked that they have authority (for example, sufficient CamSIS role access) to have access to the data. I understand that I am responsible at all times for the use of data which I disclose to another person.
10. I will report promptly complaints or security breaches to my line manager.

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| **Student Registry** |

***Cambridge Graduate Supervision Reporting System (CGSRS)***

***Faculty/Department, Degree Committee, College Representative Registration Form***

Please use this form to request additional, or, to request a change of CGSRS Representative in your Faculty/Department, Degree Committee or College.

Once completed, this form should be returned by email to csrs.help@admin.cam.ac.uk or post to the Student Registry.

**Part 1 – User Details – to be completed by the person applying to become a CGSRS Representative.**

Please note all fields must be completed. Data you provide will be used by the Student Registry to verify you on the CamSIS system and to ensure you are given the correct access to be able to use CGSRS.

If you are not sure what your CRSid is, please contact the Computing Service via e-mail (user-admin@ucs.cam.ac.uk) or telephone (01223 334680). A Raven account is required to log into CGSRS via CamSIS. Raven accounts are administered by the University Computing Service. Please see <http://www.cam.ac.uk/cs/docs/faq/n5.html> for information about applying for a Raven account.

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| **Surname** | **Forenames** | **Title** |
|  |  |  |
| **Type of representative**  | **Name of Faculty/Department, Degree Committee or College** |
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**Part 2 – Authorisation – to be completed by Head of Institution or Line Manager.**

Please note all fields must be completed. This form must be authorised by the Head of Institution or Line Manager. Forms without valid authorisation will not be processed.

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| **Name****(please print in block capitals)** |  |
| **Signature** |  |
| **CRSid**  |  |
| **E-mail address** |  |
| **Date** |  |