

Concessionary Access Campus Card Policy



Background

Several UEA departments currently have a need for generic concessionary access campus cards (i.e. cards that do not have an individual's name & photograph). For example, the Accommodation Office requires cards that provide short-term access to residences, Estates Division requires cards for on-site contractors (there are many other examples).

It has become clear that there are certain security issues associated with such cards and that the processes around applying for and being supplied with these cards need review. This document will therefore establish the policy for future use.

The Application Process

Any department wishing to purchase concessionary access cards must do so using the V5 application form.

Each card costs £10. Please indicate the recharge code to be used otherwise staff will be unable to process the application

This form must be signed by the sponsoring signatory for the requesting department (this will be the same sponsoring Head of School or Department who signs individual requests)

We aim to process most applications within 5 working days but large orders will take between 10 to 15 days to fulfil.

Access Rights

If access rights need to be enabled on concessionary access cards the requesting department should liaise directly with the relevant area(s) where access is required. The Campus Card Service only has authority to grant Library access.

PLEASE NOTE

Anyone on campus for 1 month or more will be required to have an individual campus card and may not use a generic concessionary access card. The V4 application form applies in this situation and must be signed by the sponsoring Head of School or Department. Please provide a passport-sized photograph.



Monitoring Process

Any unit or department making use of concessionary access cards must have a robust monitoring process in place to meet security requirements. Each unit must therefore ensure it:

- Provides a secure means of storing cards when not in use (e.g. a safe, locked cabinet etc.)
- Provides a named contact (if not the authorised signatory, someone nominated by them)
- Maintains a spreadsheet containing the following information:
 - Card number
 - Person to whom assigned
 - Date card assigned
 - Date card returned
- Sends a copy of the spreadsheet by the 15th of each month to campus.card@uea.ac.uk
- Promptly advises the campus card service if a card is lost or stolen so that the card can be disabled.

PLEASE NOTE

Concessionary access cards will be valid for a maximum of one calendar year

