

IT Services provides information technology services to both Durham College and Ontario Tech University. As the service provider, forms are classified and the data is retained based on the Commons Records Retention Schedule used by Durham College.

For more information or to request alternate formats of this form for accessibility, please contact [servicedesk@dc-ot.ca](mailto:servicedesk@dc-ot.ca)

### Employees Information

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Telephone Extension:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Employee Banner #:** \_\_\_\_\_  
**Employment Status:**      Permanent      Contract      Work Study Student  
**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
Is this a staff replacement?    Yes      No

If yes, what is the existing Oracle Banner username? eg: ITADM1

Will there be an overlap of responsibilities for training/onboarding purposes?    Yes      No

If yes, specify the overlapping end date:

### Banner Access Required

If this is not a staff replacement, please add Banner access required in this section.

### Authorization *(signatures must be digital with date and time stamp)*

I agree to abide by the security and confidentiality guidelines as established by Ontario Tech University. I agree to supervise this person in the use of Banner Systems and security of data access.

#### Hiring Managers Approval

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

#### Designated Data Steward Approval

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

### Employee Authorization and Consent *(signature must be digital with date and time stamp)*

I agree to abide by the security and confidentiality guidelines as established by Ontario Tech University.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Please Note:** Access to Banner Systems will not be enabled until the mandatory “Use of University Data – Statement of Responsibility and Rules of Conduct” declaration has been completed by the Banner User.

### Notice of Collection

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for processing requests for Banner access and reporting. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.