



Non-Consensual Access to Electronic Information Resources Request Form

Use this form to request non-consensual access to electronic files or communications as provided under university policy ([IT-00 Policy Compliance](#)).

A. REQUESTOR NAME, TITLE AND DEPARTMENT
Full Name, Title and Department of requestor:

B. ANNUAL AUTHORIZATION (Must comply with SHSU Policy IT-00)
The following staff members have blanket approval to access data on the SHSU network to fulfill his/her duties for FY____/____.

C. ONE-TIME ACCESS BASIS FOR REQUEST (Must comply with SHSU Policy IT-00)	
Provisions under which records are to be accessed (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Required by and consistent with law or policy <input type="checkbox"/> Legal obligation (subpoena, court order, etc.) <input type="checkbox"/> Protect and sustain the operational performance and integrity of university information systems and business processes. <input type="checkbox"/> Review, audit, or investigations by authorized party <input type="checkbox"/> Protect legitimate interests of university or other users. 	Reason(s) why holder's consent cannot be obtained (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Holder has denied a request to allow access <input type="checkbox"/> Absence, illness or death precludes requesting holder's consent <input type="checkbox"/> Compelling circumstances preclude requesting the holder's consent (describe in comment) <input type="checkbox"/> Post-authorization: the records have already been accessed to address time-dependent, critical operational needs <input type="checkbox"/> Record holder is no longer an employee or student
Comments: (Record holders Network ID, account name(s), system name(s), or folder name(s))	

D. REQUESTING PARTY/DEPARTMENT HEAD SIGNATURES
Signature of Requesting Party: _____ Date _____
Signature of Department Head: _____ Date _____
Printed Name of Department Head: _____

E. APPROVAL OF IRM OR DESIGNEE (Required for All)
Non-Consensual access authorized? ___ Yes ___ No
Signature of IRM or Designee: _____ Date _____
Printed Name _____

Non-Consensual Access to Electronic Information Resources Request Form Procedures

Policy Background:

SHSU places a high value on individual privacy and recognizes its importance in an academic setting. The university generally prohibits access to stored electronic records and voice and data communications by other than the designated owner of the computer account or electronic resource containing the information or communication, or, the sender or recipient of a particular communication, unless prior consent has been granted by the applicable owner, sender, or recipient.

SHSU cannot absolutely guarantee the privacy or confidentiality of electronic documents. Consistent with Texas Administrative Code Chapter 202, Rule 202.75(9), users should not expect privacy in their use of Texas State information technology resources. Consequently persons that use these state-owned resources, or any personally owned device that may be connected to an SHSU resource, have no right to privacy in their use of these resources and devices.

However, SHSU will take reasonable precautions to protect the privacy and confidentiality of electronic documents and to assure persons that SHSU will not seek access to their electronic messages or documents without their prior consent except where necessary to:

- Satisfy the requirements of the Texas Public Information Act, or other statutes, laws or regulations;
- Satisfy other legal obligations, such as subpoenas and court orders;
- Protect and sustain the operational performance and integrity of university information systems and business processes;
- Facilitate security reviews, audits, and investigations by authorized individuals in the performance of their assigned duties;
- Allow system administrators to perform routine maintenance and operations, security reviews, and respond to emergency situations;
- Allow institutional officials to fulfill their responsibilities when acting in their assigned capacity;
- Protect and support the legitimate interests of the university and other users, as determined by the IRM and ISO.

Procedures for Obtaining Non-Consensual Access to Electronic Records:

To appropriately preserve the privacy of electronic documents and allow authorized individuals to perform their assigned duties, specific university staff and law enforcement will sign an SHSU Non-Consensual Access to Electronic Information Resources Request Form annually and submit the form to the Office of the Information Resources Manager (IRM). At the beginning of each fiscal year, non-consensual access requests will be resubmitted, reviewed, and approved or denied by the IRM.

Individuals may request non-consensual access to specific data by initiating the attached Non-Consensual Access to Electronic Information Resources Request Form, obtaining the approval of their organizational head, and submitting the form to the Office of the Information Resources Manager (IRM). If the request appears compliant with university policy, the IRM or designee will coordinate with the Information Security Officer (ISO) as necessary to satisfy the request. Perusal will be limited only to the records that satisfy the criteria specified in the request.