



Australian Government

Comcare

PUTTING YOU *FIRST*

# CUSTOMER INFORMATION SYSTEM ACCESS REQUEST

This form is to be completed to gain access to Comcare's Customer Information System (CIS). All information on this form must be completed to enable processing. If you have any questions about this form please call Comcare on 1300 366 979.

Please return by fax to 02 6274 8679

Agency  Customer number

## ACCESS REQUIRED

Management level data  Case Management data  Financial level data  CIS Administrator

\* Person responsible for signing all access request forms and maintaining current user list for agency

## APPLICANT'S PERSONAL DETAILS (please print)

Title Mr/Ms/Mrs/Miss/Dr

First name

Surname

Position

Phone  Fax

Email

Mail address

## APPLICANT'S DECLARATION

I understand that, as an Authorised User, I am to be provided access to Comcare's Information Technology (IT) facilities, and through such facilities, access to Comcare client information. In granting me this access I accept that:

1. Access is granted for authorised use only and that authorised use constitutes access only to the data and facilities I have permission to access and for the purposes for which such permission is granted. In providing me with a user ID and password for my exclusive use, Comcare considers usage of its IT resources by such identification to be attributable to me
2. To protect Comcare information assets from unauthorised access and to ensure that its IT facilities function properly, System Administrators are required to monitor system usage and may disclose such usage without notifying the authorised user. Individuals using Comcare IT facilities without authority, or in excess of their authority, will have their activities recorded by these personnel and if it reveals evidence of criminal activity, the Security Administrator may provide details of such activity to law enforcement officials
3. The information and recipient is governed by the Privacy Act and are bound by the Information Privacy Principles under that Act. Dealing with workers' compensation can be a sensitive issue and it is important to realise that what is read and is seen must only be used for its intended purpose. Information Privacy Principles are contained in section 14 of the Privacy Act 1988 (the Privacy Act). The IPPs set out standards for handling personal information

Applicant's signature

Date

Agency CIS Administrator (please print)

Name

Title

Administrator's signature

Email        agency.updates@comcare.gov.au

Phone        1300 366 979

Facsimile    02 6274 8679

Comcare     Community Partnerships