



## DIGITAL & INFORMATION SERVICES

### **Accessing the email mailbox of a staff member during absence May 2023 QF/02**

Within the terms of the Data Protection Act and related legislation it is permissible to access the mailbox of employees in their absence provided a number of conditions are met. These conditions are:

1. Any request for access should be made by the employee's Director or Head of School.
2. Any request should be accompanied by a statement of the reasons for accessing the mailbox, the importance of access to the University's business activity and, in broad terms, the identity of the messages that are to be accessed.
3. Ideally, the consent of the individual should be sought. If consent is not sought then the reasons for this should be clearly stated. If we proceed without seeking or obtaining consent then the Director/Head of School should write to the individual informing them of the action that has being taken.
4. When accessing the mailbox, only what appear to be work-related emails should be opened and anything found of a personal nature should be treated as confidential. It would be best if access to the mailbox was left to an appropriate, authorised individual or individuals, such as the employee's line manager.
5. Upon return to work the individual should be given the details of the emails that were opened.

To enable Digital & Information Services to make the necessary arrangements please complete, print and sign this (QF/02) form and we will facilitate the access required. The completed form should be returned to:

David Nelson  
Assistant Director Digital & Information Services  
McClay Library

*Or email scanned copy to [d.j.nelson@qub.ac.uk](mailto:d.j.nelson@qub.ac.uk)*

*Enquiries about this form may be addressed to David Nelson([d.j.nelson@qub.ac.uk](mailto:d.j.nelson@qub.ac.uk)) or David Allen ([d.allen@qub.ac.uk](mailto:d.allen@qub.ac.uk).)*



**QUEEN'S  
UNIVERSITY  
BELFAST**

## **DIGITAL & INFORMATION SERVICES**

### **Accessing the email mailbox of a staff member during absence May 2023 QF/02**

Name of employee whose mailbox you wish to access	Click here to enter text.
Please state the reasons for accessing the mailbox, including information about the particular messages to which access is required	Click here to enter text.
Has the consent of the employee been sought and obtained?	Select from list
If not, what are the reasons for this?	Click here to enter text.
If consent has not been sought or obtained, has the employee been informed of the request for access to the mailbox?	Select from list
If not, what are the reasons for this?	Click here to enter text.
Who should we contact to make the necessary arrangements for access?	Click here to enter text.

Please note that in making this request you are acknowledging the conditions set out in the accompanying text and undertaking to ensure that those conditions are met.

Requested by (signature of Director or Head of School)	
Title	
Date	Click here to enter a date.