

The CSU Card for Contractors is used to identify an individual contractor of the University and enable their access (where authorised) to buildings and rooms that are fitted with Electronic Access Controllers.

A CSU Card - Contractor can be applied for as part of a Contractor's engagement at Charles Sturt University and may be a requirement of a Services Contract with CSU. Authorisation is required by your Company's principal and the respective Campus Services Manager or delegate. Failure to observe CSU Card requirements will be deemed in breach of issue and may result in the card's cancellation.

General conditions of use

You must visibly wear your CSU Card at all times while on campus and present the card to authorised CSU representatives. CSU Cards are **not transferable**. When a card is used to access facilities, the use of the card is considered an agreement by the holder to be bound by any rule or condition applying to the respective facility, service or concession. Card holders cannot lend their card or permit other people access to facilities or services using the card.

CSU Card privacy statement

The CSU Card stores only limited data in the memory chip. This data includes your name, ID number, internal identification numbers used by the Unicard system and Banner (CSU Student/Finance system), Cardax number (building access number) and the card serial number. CSU may store additional data in the memory chip at their discretion but will notify you of the type of data through means of communications specified in this policy. All data is encoded and encrypted and special security codes are required to unlock the respective data sectors in the micro chip. With the exception of required by law or with your consent, CSU will not share any information with outside organisations, other than agents of CSU and will not sell or release any information regarding your usage or purchases.

Within CSU, data is exchanged between university systems in the normal course of business. Unicard Pty Ltd also has limited access to records in the course of maintaining the Unicard Card Management system and Unicard Transaction Management System (TMS).

Card Security

Your CSU Card is not transferable, and if it is found in the possession of any person other than the authorised holder, it will be confiscated and may be cancelled. Your CSU Card and associated PIN should be kept secure, and you are liable for any losses resulting from unauthorised building entry or transactions, attributable to the fact you delayed to report that your card has been lost, stolen or misused. In the event that your card is lost or stolen, you should contact Facilities Management via email dfm@csu.edu.au or ph 02 – 633 86336.

CSU Card Ownership

Your CSU Card remains the property of Charles Sturt University. You must return your CSU Card to the University immediately if asked to do so. The University will not use personal information about you, except as required for University purposes, unless you give your consent.

Cancellation of Card Services

The University may cancel any of its services available to you in connection with your card in accordance with University policies and procedures.

University's Liabilities

To the extent permitted by law, the University's liability is limited to replacing cards with a faulty computer chip. The University does not accept liability for lost, stolen, user damaged or destroyed cards, nor for the loss of monetary value through unauthorised use of your CSU Card. The University is not liable from any loss you may suffer arising from any malfunction of the card system, or if a card reader or terminal equipment is unavailable for use or unable to be used.

To the extent permitted by law, the University is not liable for the availability, quality or fitness for purpose of any of the services not provided by the University or any goods or services purchased with your card not provided by the University. The University is not liable to you if a system participant fails to accept your card. Possession of a CSU Card does not empower any staff member or card holder to act as an agent for the University.

Condition Variations

Circumstances may arise which require the University to vary these conditions and it may do so at any time. Changes to the terms and conditions and/or services provided in association with CSU Card, will be published on this web site.

Frequently asked Questions

What do I do if my CSU Card is lost or stolen?

If your CSU Card is lost or stolen contact the Division of Facilities Management as soon as practicable via email dfm@csu.edu.au or ph 02 – 633 86336. A replacement card will have to be applied for and may incur a replacement card fee of \$50.

What do I do if my CSU Card is damaged and does not work?

If your CSU Card is damaged and does not work, present your card to your local office of the Division of Facilities Management (where you sign into campus) for assessment. If the card has failed due to misuse, a replacement card will have to be applied for and may incur a replacement card fee of \$50.

Applying for a CSU Card (Contractor)

1. Complete the CSU Card (Contractor) Application form below.
2. Have your employer approve and submit the form via email including an attached digital photograph (passport style) of yourself.
3. Once your new card has been approved and printed, you will be contacted to collect your card from Division of Facilities Management (where you sign into campus).

CSU Card Signature Panel

Please sign your CSU card immediately on receipt. A pen suitable for writing on CDs and DVDs is best.

Notes:

To avoid delay in the issue of your new CSU Card please ensure you

- Fully complete the application form
- Attach a suitable (passport style) photograph, to be included as photo ID on your card, to the application form.

CSU Contractor General Site Safety Induction

To enable your CSU Card (Contractor) to be used as an **access card** you are required to undertake the University's General Safety Induction. Follow the links from <https://www.csu.edu.au/division/facilitiesm/contractor-safety>

Note: Additional site specific inductions may also be required.

Questions? Email ksimpson@csu.edu.au or telephone 02 – 69 334321

Company Details

Company Name

Address

Contact details

Telephone

Email

Proposed nature of work with CSU

Applicant's Details

Given Name

Family name

Home address

Email Address

Mobile

Date of Birth

Past History with CSU

To prevent the creation of any duplicate records within the CSU and Card systems that can delay the issue of a CSU Card, please provide the following details:

Have you ever been:

A **STUDENT** of CSU or its predecessor institutions

Yes

No

A **STAFF** member of CSU

Yes

No

If you answered 'Yes' to either of the above questions, please provide details below, including staff number, student number, previous name and year(s) of association.

Previous ID number

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Details:

Employer declaration

I declare that the applicant is an employee and that the supplied photo is of the individual. On their cessation of employment I will notify the University and return the applicants CSU Card.

Company principle

Name

Signature

Date

Primary campus of engagement

Albury-Wodonga campus

Bathurst campus

Canberra campus

Dubbo campus

Orange campus

Wagga campus

Other site

Employer to Submit Application Form to:

dfm@csu.edu.au

CSM Authorisation

Campus Services Manager

Name

Signature

Date

Submit approved application form to CSU Card
staffcard@csu.edu.au

Notes:

CSM Card Issue

Card issued by

Name

Identity, including photo confirmed and card signed

Cardholders signature

Name

Date

Notes:

Record keeping

CSMs to ensure a copy of this completed form is stored at

<S:\Administrative\Facilities Management\NEW Structure\Operational Services\Contractors>

with the file name convention of "CSUCard – Family name First name – YYMMDD"

Lost or stolen cards must be reported to staffcard@csu.edu.au