



Staff email forwarding: request form

Please provide complete and correct information to avoid rejection of your request or delays in processing. If you are unsure of any details, please [contact IT support](#). Once completed **and signed**, submit this form by raising an [IT support request](#).

Request details

First name:		Last name:	
Staff number:		UQ username:	
Faculty, institute, or division:			
UQ email:		Phone:	
Forwarding email address:			

Reason for request *(select the most relevant option)*

I have been seconded to another organisation.	<input type="checkbox"/>
Name of organisation:	
I am subject to a joint appointment agreement and I work from a non-UQ site.	<input type="checkbox"/>
Name of conjoint employer:	
Other (please provide additional supporting information below):	<input type="checkbox"/>

Additional information *(Provide details if answering 'yes')*

Are the emails forwarded to the external email account reasonably expected to contain:

Question	Y/N
The personal information of UQ students?	
Details:	
The personal information of UQ staff and/or researchers <i>(excluding information publicly available via UQ Contacts or UQ Researchers)</i> .	
Details:	
Other personal information held by UQ.	
Details:	
Confidential and/or commercially valuable information	
Details:	
None of the above	



Head of Organisation Unit authorisation

Please note: The Head of Organisation Unit (OU) may only delegate authorisation to their Acting Head of OU.

Before approving this request, please read the [guidance for assessing staff email forwarding requests](#).

By signing this form you acknowledge that:

- the requester is seconded to another organisation; or
 - the requester is subject to a joint appointment agreement and they work from a non-UQ site.
- Email forwarding should not be approved where the staff member spends 50% (or more) of their work hours at UQ.
- UQ cannot access or recover the forwarded mail if it is required for university business and UQ may not be able to provide certain collaborative capabilities (e.g. Outlook calendar information).
- If an email account is forwarded to an external service provider there is no ability for UQ to provide content backup or information security, or to protect potential intellectual property rights that may arise in or from email correspondence.

Head of OU (or delegate) name:		Date:	
Head of OU (or delegate) signature:			