

University Staff/Associate Card Terms & Conditions

Definitions

- **Card**
The University Card, is issued by the University of York.
- **We/Us**
The University of York, Heslington, York.
- **You**
The person to whom a card is issued under these terms and conditions.

These terms and conditions explain our obligations to you and your obligations to us

1. You must take reasonable care of your card to prevent damage to it. It must not be tampered with, defaced, damaged, passed on to others, misused in any University system or in any other way.
2. You must take all reasonable precautions to prevent the loss, theft or misuse of your card.
3. If your card is lost, stolen or otherwise liable to be misused, you must inform us by contacting the University Information Centre or Security Centre at the earliest opportunity.
4. We will replace cards free of charge which are damaged by legitimate use in University equipment or which prove faulty.
5. If you have a problem with using your card, you should bring your card to the University Information Centre.
6. The card may be used by current University members:
 - As proof of identity on University premises.
 - As a form of identity if required when visiting external establishments.
 - For access to associated systems and physical access through doors or barriers; the use of these services is governed by separate regulations.
7. On leaving University employment, the card must be surrendered to your line manager.
8. Your University Card remains the property of the University Of York and must be returned on request.