

UNIVERSITY OF STIRLING Staff Smartcard Policy

The open nature of the University of Stirling campus is one of its greatest attributes, but requires careful management to ensure the wellbeing of staff, students, visitors, the public, University property and wildlife.

It is therefore in the interests of safety, security and the effective provision of University services that all staff will be issued with a photographic Smart card which should be available for checking whilst on the University Campuses.

The physical properties of each type of card, plus the database on which each card is logged, will be utilised to provide access to a range of services.

Each card shall display the following;

- The University of Stirling logo and title
- The Staff member's full name
- A digitised colour image
- The employee number
- Barcode and magnetic strip with electronic data encryption facility



Guidelines for the entitlement, authorisation, accreditation, issue, recording, cancellation and recovery of staff cards issued by the University are contained within Annex 1 to this Policy, Annex 1 being considered an integral part of the Policy.

All issued cards will remain the property of the University of Stirling, and must be returned when required by the University.



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Annex to Staff Smartcard Policy:

1 Introduction & background

The Stirling University Staff Card is a multi-purpose Smartcard which is issued to all staff for use throughout their time at the University. It can be used to access a range of services and facilities and we anticipate that these will be developed further in the future. Please contact HR Services on 01786 467136 or via email at hadmin@stir.ac.uk if you have any queries or need advice on the issue of your card.

2 Purpose & Use of Card

The card will be used to allow you to access a range of services and facilities including Print Management, the University Library and sports membership, it will also be required for security purposes. In circumstances relevant to the safety or security of individuals or property, University Security Officers will be authorised to request the production of an individual's staff card.

It is the intention that likely future uses will also include;

- cashless catering
- allow authorised access to restricted buildings and areas
- other appropriate services when developed, such as green travel initiatives.

3 How to acquire a card

You can choose to upload a suitable digital photograph via the staff photo upload function on the portal, or HR can take your photograph for you at the time of issue. Your details will be printed and your card will be ready to use.

A detailed guide to what constitutes a suitable digital photograph is available on the staff photo upload function on the portal, but in outline they should;

- be in jpeg (.jpg) format.
- be of the subject's head and shoulders
- Generally meet the standards required of a passport photograph (http://www.direct.gov.uk/en/TravelAndTransport/Passports/ApplicationInformation/DG_174152)
- Further guidance on the photo specifications will be displayed on the photo upload page (Sample screenshot at end of this document)

4 Where to acquire a card

Staff cards will be issued by HR Services. Where possible, staff who work at Stirling campus should collect their cards in person. For staff from other sites and for those whose work hours make this impractical, alternative arrangements will be made.

5 Information for staff

It is the responsibility of the staff cardholder to ensure proper use of his/her card. The card may not be used by a person other than the person to whom it was issued. The University of Stirling accepts no responsibility for actions or consequences which take place as a result of misuse of the card, whether such action is by the nominated cardholder or other persons.

The cardholder is required to accept responsibility for all Library books and other University property issued against the card, and to agree to meet the terms and conditions applying to the issue of that property.

7 Lost or stolen cards

If your card is lost or stolen, report the loss or theft to HR Services either by phone on 01786 467136 or by email to hradmin@stir.ac.uk as soon as possible after you become aware of the loss. This is most important as the cardholder remains responsible for charges or obligations incurred through use of the card up to the time when it is reported lost or stolen.

The missing card will be cancelled, and a new card issued. If the missing card turns up, this should also be reported to HR Services as soon as possible.

8 Costs associated with cards

Initial issue of cards is free of charge. Damaged cards must be exchanged for the issue of a new card, and will be replaced free of charge. Replacement cards for those stolen or damaged will be free of charge. In normal circumstances replacement cards for those lost will usually cost £10.00.

9 Data protection and confidentiality of personal information

All staff or agents of the University of Stirling processing personal data, including for the purpose of preparing staff smart cards, shall comply with the requirements of the Data Protection Act 1998, and with such additional Codes of Conduct as may be published by the University. Any data collected by an access control system will also be subject to the Data Protection Act and handled according to such additional Codes of Conduct as may be published by the University, and in particular it will not be used for monitoring or tracking purposes, except where the University is required by law to do so. Further information can be obtained from the University's Data Protection Officer, University of Stirling, FK9 4LA, tel. 01786 466670; email data.protection@stir.ac.uk

10 Equal Opportunities

The policies and procedures for the issue of all categories of staff cards will be compliant with the requirements of the Single Equality Scheme of the University of Stirling.

11 Cancellation/Retrieval of card

The University of Stirling reserves the right to cancel or otherwise retrieve individual cards when there is appropriate good reason to do so. Cards remain the property of the University of Stirling and must be returned to the University on leaving the employment of the University.

12 Production of card when requested.

To ensure the safety and security of persons and property within the University of Stirling, University Security Officers will be authorised to request the production of an individual's staff card in circumstances considered by the Security Officer to be relevant to the safety or security of individuals or property. Such requests will not be made without reasonable cause. Individuals are expected to co-operate in such circumstances, and whilst no penalty is specified for non-production of an individual's card, Security Officers will use their knowledge and professional training to take appropriate action to deal with the situation, which may include requesting the attendance of Police Officers. Security Officers will submit full written Incident Report on any such incidents.

Upload Page: Sample Screenshot

The screenshot shows the 'My Portal' page for Martyn Peggie at the University of Stirling. The page is titled 'Upload ID Card Photo' and provides instructions for staff to upload a photograph for their ID card. The left sidebar contains navigation links such as 'Home', 'Study with Stirling', 'International', 'Campus life', 'Research', 'Services we offer', 'Alumni & supporters', 'About us', and 'My Portal'. The main content area includes a 'Please upload your photograph for your ID card' section with a text box for the user's name (Martyn Peggie) and a 'Confirm >>' button. Below this, there are 'Photo Specifications' and 'Guidelines' sections. The 'Photo Specifications' section states that photos should be in jpeg (.jpg) format and meet passport standards, with a link to the Direct.gov.uk website. The 'Guidelines' section lists several points: use a camera with 2 or more megapixels, resize to 340 X 264 pixels, pose against a light background, avoid solid colors, look straight ahead, and ensure lighting is not too harsh.

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Home | Study with Stirling | International | Campus life | Research | Services we offer | Alumni & supporters | About us | My Portal

Martyn Peggie you are currently logged on. You last logged on at 14:14 TUE 24 JAN 2012 Log Out

My Portal

Upload ID Card Photo

Please upload your photograph for your ID card

The Stirling University Staff Card is a multi-purpose Smartcard which is issued to staff for use throughout their time at the University. It can be used to access a range of services and facilities including the University library and sports facilities, it is also required for security purposes.

Staff are expected to get a card in their first month of employment.

Staff cards will be issued by HR Services. Where possible, staff who work at Stirling campus should collect their cards in person. For staff from other sites and for those whose work hours make this impractical, alternative arrangements will be made.

HR can take the photo for your card at time of issue but where possible we encourage staff to upload a suitable digital photo by following the steps below.

Further information on the staff card can be found here << link to HR staff card pages >>.

Please contact HR Services on 01786 467136 or via email at staffcard@stir.ac.uk if you have any queries or need advice on the issue of your card.

Name: Martyn Peggie

Please confirm your name is correct

If this is not correct please email staffcard@stir.ac.uk

Photo Specifications

Uploaded photos should be in jpeg (.jpg) format. Photos should be of the subject's head and shoulders and generally meet the standards required of a passport photograph

http://www.direct.gov.uk/en/TravelAndTransport/Passports/Applicationinformation/DG_174152.

Guidelines

- If possible use a camera with 2 or more megapixels to obtain a reasonable resolution and then resize your photograph, if appropriate, to a maximum size of 340 X 264 pixels (170 x 132 px min) using Microsoft Office Picture Manager or similar software or via this [resize tool](#).
- The photo should be of you alone.
- Take your photograph against an off-white or very light wall and distance yourself about 2 metres away from the subject for best results. Do not be tempted to get too close.
- Set your camera flash to anti red eye if you can.
- When posing for a photograph avoid clothes with a solid strong colour such as red or green. Very pale or white clothes will merge with the background and look insipid.
- Look straight ahead. Aim for a relaxed normal face, not smiling, and with both eyes showing Do not frown or close your eyes. Don't look up or down, or to the side.
- If you wear glasses ensure that there is no reflection and that the frames do not obstruct the eyes. Ensure the lighting is not too harsh and is not casting shadows. Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

Updated 08 August 2012