Union Theological College

Access Card Policy

Access Card Policy

Contents

UTC Access Cards 3
Lost and Damaged Cards 4
Out of hours Stolen and Damaged Cards – Residents 4
Forgotten/ Misplaced Cards 4
Other Card Uses 4
Visitors 5
Out of Hours Visitors 6
Data Protection 6
Appendix 2 6
Appendix 2 7
Appendix 3 8
Appendix 4 9

UTC Access Cards

1. It is the policy of Union Theological College to issue building and room access cards to Faculty, staff, students and residents. Some Faculty, staff, students and residents may receive fobs alongside their access cards. The following policy applies to both access cards and fobs.

    1.1. Access is based on several factors including:
        1.1.1. Authorisation
        1.1.2. Area
        1.1.3. Time of day
        1.1.4. Day of week

    1.2. General building access follows the posted College opening hours and entrance to specific spaces and rooms is based on pre-approved authorisation.

2. All access cards remain the property of the College at all times.

    2.1. Faculty and staff must return their cards upon the termination of employment.
    2.2. Residents must return their cards at the end of their tenancy agreement.
    2.3. Students' cards will be deactivated at the end of their term of study and should be returned.
        2.3.1. If a student is transitioning into a new programme, e.g., UG to PGT, their previous card will be deactivated and a new card issued.
        2.3.2. If a student or the College terminates a student's enrolment, the student must return their card to be deactivated.
        2.3.3. The card is not valid after the expiry date printed on the front but it may be withdrawn at any time. The possession of a card, or the dates printed on a card, should not be relied upon as proof of the validity of College enrollment.

3. Individuals specified in 1. must be issued the least number of access cards at the lowest permission level that is necessary to provide the required access.

4. Individuals are required to use their access cards to gain access to the College building through the barrier system and/or doors. The system retains data relating to entry and exit. The College may, in certain circumstances, undertake detailed monitoring of the card access system to investigate the use of the facilities when there has been unacceptable use.

    4.1. The College may suspend access cards or impose other appropriate restrictions where there has been a breach of the Acceptable Use Policy, or when a potential breach of the policy is being investigated.
5. This policy and its enforcement are the responsibility of the College Authorities. It is the responsibility of these individuals to maintain systematic and effective control of all access cards.
6. The Operations Manager is responsible for the installation, maintenance, and control of all locks and access cards for the College.

7. The College Administration is responsible for issuing and tracking access cards and maintaining accurate records.

Lost and Damaged Cards

1. If an individual loses an access card or it is stolen, the individual must immediately report this to the College Administration. The cardholder will remain responsible for any use of the card until the loss is reported to the College to be deactivated. The card will be deactivated to prevent use by unauthorised persons.
2. If an individual damages an access card and it ceases to function, the individual must report this to the College Administration.
3. Only currently active students, staff and Faculty may request and receive replacement access cards.
4. The card holder is responsible for the cost of replacing lost or damaged cards. The following table indicates the costs associated with replacing an access card:

First lost/Damaged card	Free
Second lost/Damaged card	£5
Third+ lost/Damaged card	£10

5. In the interim, before a new card is made, the cardholder will be issued a visitor card. This will be issued as a short-term loan, meaning the cardholder does not have to return their visitor card when leaving and have it reissued daily.
6. Once a replacement card is made, the card holder will be informed to collect it from reception. They must return their visitor card when collecting the new card.
7. A card that has been deactivated cannot be reactivated. This is to prevent the possibility of duplicate active cards. If a deactivated card is returned to College Administration it is to be destroyed.

Out of hours Stolen and Damaged Cards – Residents

1. In the event a resident's access card is lost, stolen or damaged out of hours, the sub wardens can sign out a temporary resident pass (Appendix 3).
2. This pass is stored at reception and can only be accessed by College staff or the on-duty sub warden.
3. The resident's card will be deactivated and replaced the next working day.
4. Once a replacement card is made, the card holder will be informed to collect it at reception. They must return the temporary resident pass when collecting the new card.

Forgotten/ Misplaced Cards

1. Individuals that misplace or forget their card must obtain a temporary visitor card from Reception which must be signed for. Visitor cards must be returned to Reception when leaving College.

Other Card Uses

1. Library Access

1.1. An access card can include a library card number and barcode for the Gamble Library.
1.1.1. Cards with a library card number and barcode can be used at the self-issue computer, or with Library staff, to borrow Library items.
1.2. A UTC access card does not entitle an individual to membership of the Gamble Library.
1.3. The College Administration can only add a library card number and barcode to a card with the permission of the Librarian.
1.4. The access card must be reregistered with Library staff at the start of each academic year.
1.5. The Librarian has the right to remove library borrowing privileges from an access card at any time if the owner of the card has books overdue by two weeks or more, or some other offence has occurred.
1.6. Resident and Visitor access cards cannot have library access added to them.

2. Car Park Access

2.1. Faculty and staff access cards include car park access.
2.2. Student and resident access cards may include car park access.
2.2.1. Car Park access is not normally available to students. If a student wishes to apply for parking, due to an extenuating circumstance or another reason, they must make the request in writing via the College Administration. Access is granted on a case-by-case basis. Students may only use the car park during College opening hours.
2.2.2. Car Park access can only be added to an access card by the College Administration.
2.2.3. If granted access, students and residents must register their details (registration, model, contact number) with reception (Appendix 4). If a student or resident wishes to park a car different from the one registered, they must inform the College Administration.
2.3. Faculty, staff, students and residents who park on UTC premises do so at their own risk. Union Theological College does not accept liability for loss, damage or theft to or within a vehicle.
2.4. Car Park access only permits one car to park. Cardholders must not use their card to grant access to other cars, unless previously arranged with the College.
2.5. Cars should not be left on campus overnight without permission from the College.
2.6. The College has the right to remove car park access from an access card at any time if the owner of the card misuses the car parking facilities, or some other offence has occurred.
2.7. Visitor cards cannot have car park access added to them.

Visitors

1. All visitors to the College must report to Reception for a visitor card.
   1.1. Visitor cards must be signed in and out.
   1.2. Visitor cards can only be issued for the current day.
   1.3. Visitor cards must be worn on a lanyard and displayed at all times.
2. Visitor passes can only be authorised by Faculty and staff. Students or residents cannot authorise visitor passes.

3. Visitors must be issued the least number of access cards at the lowest permission level that is necessary to provide the required access for their visit.
4. Visitor cards must be returned to Reception and signed out before the visitor departs from College.
5. It is the responsibility of the College Administration to conduct a daily audit of visitor cards and deactivate any unaccounted-for cards (Appendix 5).
   5.1. Unaccounted passes must be deactivated.
   5.2. If a visitor pass is held by a student, staff member or resident the College Administration will contact the person to return the pass. If the person does not respond, the card must be deactivated and remade.
6. Visitor passes must be kept securely and only be accessible to the College Administration to distribute.

Out of Hours Visitors

1. An out of hour visitor refers to any visitor to the College outside of normal working hours (Monday – Friday, 8.30am-4.30pm, College closure days, etc.).
2. Out of hours visitors must adhere to the above visitor policy.
3. Out of hours visitors must be authorised by Faculty and staff prior to their visit. Reception and on-duty sub wardens must be informed.
4. Reception will leave out the appropriate level of visitor pass for the visit for the sub-wardens to distribute and sign out. Visitors will return their pass to reception at the end of their visit.
5. Sub wardens will meet the out of hours visitors at the front door and let them into the building. After the visit, the sub warden will lock up as normal.
6. Reception will sign in returned passes the next working day.
7. Residents adhere to the Resident's Handbook's visitor policy.

Data Protection

1. The information held for the College Card will only be used by Union Theological College to:
   1.1. confirm the cardholder's associations with Union Theological College
   1.2. provide identification
   1.3. confirm cardholder's entitlement to use facilities

Appendix 1

Faculty, Staff and Student Cardholder User Agreement

The following agreement refers to the Union Theological College access card. The agreement and wider card holder policy applies equally to all Faculty, staff and student cardholders.

- Your UTC access card is your day-to-day evidence of being a student or staff member of the College. Faculty, staff and students are encouraged to carry their UTC access card at all times and be able to show it upon request.
- Your card photo will also be used for your VLE photo.
- The cardholder is responsible for their card and its use until such time as the card is surrendered or reported as lost, damaged or stolen.
- Your access card is not transferable. Cardholders must not lend their cards to any other individuals. Cards must not be duplicated.
- It is the responsibility of the cardholder to notify the College Administration at the earliest opportunity if a card is lost, stolen or damaged.
- Cardholders shall not unlock a building or room for another individual unless the individual is known by them to have authorised access to enter.
- The cardholder acknowledges it is the right of the College, under certain circumstances, to undertake detailed monitoring of the card access system to investigate card misuse.
- Access cards remain the property of the College and should be returned for destruction upon leaving.
- The card is not valid after the expiry date printed on the front but it may be withdrawn at any time. The possession of a card, or the dates printed on a card, should not be relied upon as proof of the validity of College membership. If your card expires before you finish your studies or before your contract expires, you must obtain a new card from the College administration.
- The card contains a photograph of you and it should not be obscured or defaced in any way. The College will use the photograph to establish the correct identity of the cardholder in some circumstances. You should request a replacement card if your appearance changes significantly, or you undergo a change of name or a change of relationship with the College for example – changing from undergraduate to postgraduate student status).

Name: _____

Signature: _____

Date: _____

Card Expiration Date: _____

Appendix 2

Resident Card Holder User Agreement

The following agreement refers to the Union Theological College resident access card. The agreement and wider card holder policy applies to all current residents.

- Your UTC access card is your access to the College, the Gibson Chambers and car park (if applicable).

- The cardholder is responsible for their card and its use until such time as the card is surrendered or reported as lost, damaged or stolen.
- Your access card is not transferable. Cardholders must not lend their cards to any other individuals. Cards must not be duplicated.
- It is the responsibility of the cardholder to notify the College Administration if a card is lost, stolen or damaged.
- Cardholders shall not unlock a building or room for another individual unless the individual is known by them to have authorised access to enter.
- The cardholder acknowledges it is the right of the College, under certain circumstances, to undertake detailed monitoring of the card access system to investigate card misuse.
- Access cards remain the property of the College and should be returned upon leaving.
- Cardholders must adhere to the terms and references set out in the Resident's Handbook (2024-25).

Name: _____

Signature: _____

Date: _____

Tenancy Year: _____

Appendix 3

Out of Hours – Resident Card Replacement Form

To be Completed by Sub Warden on Duty

Date	
Sub warden on Duty	

Name of Resident	
Room No.	
Contact Number	
Email	

Resident's Name: _____

Resident's Signature: _____

Sub warden Signature: _____

Appendix 4

Car Parking – Resident/ Student Form

Name	

Status (eg. UG student, resident)	
Course (if applicable)	
Course End Date (if applicable)	
Room No. (if applicable)	
Tenancy End Date (if applicable)	
Contact Number	
Email	

Car Registration	
Car Make & Model	

Period of Car Park Access:

Date From	
Date To	
Out of Hours Access (Y/N)	

Car Park Agreement

I declare and accept:

- I park on UTC premises at my own risk. Union Theological College does not accept liability for loss, damage or theft to or within a vehicle.
- Cars should not be left on campus overnight without permission from the College.
- Car park access only permits one car to park. I will not use my card to grant access to other cars, unless previously arranged with the College.
- The College has the right to remove car park access from an access card at any time if the owner of the card misuses the car parking facilities, or some other offence has occurred.

Signed: _____ Date: _____

Print Name: _____

Staff Member Name: _____ Signature: _____

Appendix 5

Visitor Pass Audit Log

To be stored on an excel spreadsheet on the NDrive

Date	
Staff Member	

Pass No.	Signed in (Y/N)	Date signed out	Name	Reason for visit/ Point of contact	Contacted to return (Y/N & DATE)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
Resident Temporary Pass					