



ACCESS TO HEIMS WEB SERVICE ENVIRONMENTS

Please fax or email completed form to:

Fax: **(02) 6123 7899** Email: heims.datacollections@education.gov.au

Name of Institution:				
Provider code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
DELEGATED OFFICER RESPONSIBLE FOR MAINTAINING INSTITUTIONAL ACCOUNT				
Given name:		Surname:		
Position:				
Phone no:		Email Address:		
Signature of delegated officer: _____			Date: _____	
AUTHORISATION				
Chief Executive Officer _____			Date: _____	
Signature: _____		Phone: _____		
THIRD PARTY PROVIDER DETAILS				
Provider name:				
Email address:				
Phone no:				
Describe role of third party provider. In what capacity will the third party require access?				
DEPARTMENT USE ONLY				
Manager: _____ Signature: _____ Date: _____	Log		Date	
	CREDENTIALS			
	Test		Prod	
	User Directory <input type="checkbox"/>	HEIMS Administration <input type="checkbox"/>	Email sent	

CREDENTIALS

A single set of institution credentials will be issued to enable the transmission of Web Services Batch and Real Time transactions to HEIMS. These credentials must be securely stored by and made available only to the person ('delegated officer') responsible for maintaining the Web Services access.

Before access can be given to HEIMS Web Services, a provider must meet the requirements for system testing and infrastructure compliance. The HEIMS Web Services testing requirements form must be completed outlining what tests have been successfully undertaken for Web Services.

TERMS AND CONDITIONS

The *Higher Education Support Act 2003* (HESA) provides penalties for officers who use information obtained or created for the purposes of HESA outside the course of their official employment. The maximum penalty for contravening this requirement is 2 years imprisonment.

Credentials are issued to enable access to HEIMS Web Services Environments as specified on this form. A provider is required to securely manage access to these environments and must be aware that:

- personal information must be properly handled in accordance with relevant privacy requirements (providers must also comply with the requirement under HESA which limit the use and disclosure of personal information obtained for the purpose of providing Commonwealth assistance to students)
- individuals responsible for the creation of web service transactions must be able to be individually identified should the department request this information
- no attempts are to be made to bypass or defeat security systems nor to obtain the use of privileges issued to other users of the system
- the delegated officer will be responsible for ensuring that HEIMS credentials are secured and used in accordance with these procedures
- credentials are not to be shared with other organisations, including third-party providers, except where a third-party provider is identified on this application form and has agreed in writing to:
 - comply with these procedures as if the third-party provider were a provider; and
 - use the institution credentials only for purposes specified by the provider.

If the provider, or any third-party for which the provider is responsible, breaches any part of the terms for the issuing of production credentials, then the department may, at its sole discretion, withdraw or restrict access to the HEIMS production environments until the breach has been rectified.

CERTIFICATION BY DELEGATED OFFICER

I certify that:

- I have read and agree to the terms and conditions for the issuing of access to HEIMS Production Environments located on the back of this form.
- I understand that the issued credentials are not to be shared with other organisations except where a third-party provider has been identified.
- I understand I must comply with the Information Privacy Principles in the *Privacy Act 1988* and ensure suitable security arrangements exist for all records containing personal information.

Delegated officers signature _____ Date: _____