



Access Authorization Form - Data protection

Date _____

Authorized Users

Authorized Contact Name (First Name / MI / Last Name)	Contact details (* mandatory field)	Authorization Level	User details
	Work Phone/Ext/Cell: _____ Home Phone: _____ Email Address* _____	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> C <input type="checkbox"/> R	<input type="checkbox"/> New user <input type="checkbox"/> User already exists <input type="checkbox"/> Remove existing user
	Work Phone/Ext/Cell: _____ Home Phone: _____ Email Address* _____	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> C <input type="checkbox"/> R	<input type="checkbox"/> New user <input type="checkbox"/> User already exists <input type="checkbox"/> Remove existing user
	Work Phone/Ext/Cell: _____ Home Phone: _____ Email Address* _____	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> C <input type="checkbox"/> R	<input type="checkbox"/> New user <input type="checkbox"/> User already exists <input type="checkbox"/> Remove existing user
	Work Phone/Ext/Cell: _____ Home Phone: _____ Email Address* _____	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> C <input type="checkbox"/> R	<input type="checkbox"/> New user <input type="checkbox"/> User already exists <input type="checkbox"/> Remove existing user
	Work Phone/Ext/Cell: _____ Home Phone: _____ Email Address* _____	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> C <input type="checkbox"/> R	<input type="checkbox"/> New user <input type="checkbox"/> User already exists <input type="checkbox"/> Remove existing user
	Work Phone/Ext/Cell: _____ Home Phone: _____ Email Address* _____	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> C <input type="checkbox"/> R	<input type="checkbox"/> New user <input type="checkbox"/> User already exists <input type="checkbox"/> Remove existing user

Make additions as necessary, sign below, and return this form to Iron Mountain. Signature and company stamp are necessary to validate the requested changes.

SIGNATURE _____

place of stamp

Authorization levels:
Authorization levels are mutually exclusive. A user may have a combination of letters. Combinations like ABE, for example, are acceptable.

A - May release media for off-site vaulting; may not request the return of media.

B - May receive media when returned from off-site vaulting; may request the return of media, except for standard special or critical special requests.

C - May request a visit to an Iron Mountain facility; may not request the return of media.

D - May request the return of media during a declared emergency; may request the return of media, including standard special or critical special requests.

E - May create and modify other users' accounts, including security privileges.

R - Receive only; cannot request media; may search for requests and media items.