

Data Access Request Form Sample for Internal Use Only

The **Data Access Request Form Sample** is designed exclusively for internal use to streamline employee access to sensitive information. It ensures compliance with company policies by clearly documenting data access permissions. Utilizing this form helps maintain data security and accountability within the organization.

Employee Information

Full Name:

Employee ID:

Department:

Email Address:

Data Access Request Details

Type of Data Requested:

Purpose of Access:

Access Duration:

Authorization

Manager's Name:

Manager's Approval: Select

Submit Request

For internal use only. All requests are subject to company data access policies and audit.