**TAC usage log form**

Temporary Access Cards (TAC) remain the property of Barts Health NHS Trust (Barts Health) at all times. If you do not return the Smartcard at the end of your shift or the Smartcard is damaged whilst in your possession the Trust reserves the right to charge you £20 administration fee. There will be a 7-day grace between the initial request for return of TAC and the charge being applied.

Department/Ward: UUID (number on front of card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Time & Date Issued** | **Full Name** (user)**Block Capitals** | **Contact Number** (User) | **Signature** (user)Confirmation of acceptance of local and national T&Cs**\*** | **Reason For Issue** (completed by Sponsor) | **Return Time & Date** (Sponsor signature) |
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**\*The user confirms that they have; (1) Read the Barts Health IG Policy (2) Completed the online CRS training course; (3) Signed the Barts Health Third Party Confidentiality Agreement**