



INSTITUTE OF OCEANOGRAPHY DAN ENVIRONMENT

APPLICATION FORM FOR INOS MARINE DATABASE

(This form must be completed and submitted not less than fourteen (14) days prior to the data-required date)

1. PARTICULARS OF APPLICANT

Name :

NRIC No./Matric No. :

Designation :

Tel. No. (Off) / (HP) : E-mail:

University/School/Department :

2. APPLICATION DETAILS

Date Required: Data Type:

Time Required:

Purpose: - Research

- Teaching and Learning

- Others. Please state here:

(Please mark "X" in the selected box)

I will be held responsible to ensure that the data collected/used is the property of the original researchers.

Name and Signature

.....

Date:

Seconded by:

Researchers / Head Department

.....

Date:

(Name and Official Stamp)

For office use

APPROVED / DISAPPROVED	NOTE
<p>(DIRECTOR/DEPUTY DIRECTOR)</p> <p>DATE :</p>	

Note: Acknowledgment should be given to the original owner of data used in any publication.

**INSTITUTE OF OCENOGRAPHY AND ENVIRONMENT
UNIVERSITI MALAYSIA TERENGGANU**

Code of Responsibility for Security and Confidentiality of Records and Files

A person who has access to INOS Marine Portal Database may not:

1. Reveal the content of any data or report to anyone, except in the conduct of his or her work assignments and in accordance with University policies and procedures.
2. Release information on an individual whose records are marked confidential.
3. Release any information to third parties, unless it is an official part of your job.
4. Make or allow any unauthorized use of information in INOS Marine Database.
5. Knowingly include false, inaccurate or misleading entry in any report or record.
6. Knowingly expunge a data record or a data entry from any record, report or file.
7. Share access passwords with any other person.
8. Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information they have acquired through work assignments.
9. Remove any official record or report, or copy of any official report, from the office where it is maintained, except in the performance of official duties.

The undersigned acknowledges reading the Code of Responsibility for Security and Confidentiality of Data and hereby verifies that he/she understands its provisions and the duties imposed. In executing this acknowledgment the undersigned agrees to abide by the Code's provisions. Violation of the duties imposed under the Code may result in disciplinary or other punitive action.

(Signature and Name)

(Date)