

DMUC Card: Terms and Conditions

By accepting the De Montfort University Cambodia (DMUC) Card you accept these terms and conditions:

The DMUC Card is provided by De Montfort University Cambodia (“the University”) The following Terms and Conditions apply to the use of a DMUC Card by Students and Staff (cardholder).

1. Conditions of Use

- a. The DMUC Card is issued as a means of identification and as an access card for University facilities (subject to access rights being available to the card holder and to the facilities being available for use). The card must remain in control of the cardholder at all times. Safeguarding and ensuring proper use of the DMUC Card is the cardholder's responsibility.
- b. The card is for personal use only and is not transferable. The cardholder must not lend a DMUC Card to anyone else in order to allow them to gain access to University facilities.
- c. The DMUC Card should be carried at all times when on University property and must be produced at the request of University staff.
- d. The cardholder must take all reasonable care to prevent the DMUC Card being damaged, lost, stolen or misused.
- e. By accepting a DMUC Card a cardholder is deemed to have accepted these Terms and Conditions or any subsequent amendments to them which will be published on the University webpages.

2. Rights of the University

- a. The DMUC Card remains the property of the University at all times.
- b. The University reserves the right to withdraw from an individual, any or all of the facilities of the DMUC Card or to replace the DMUC Card with one or more alternatives, without prior notice. The University may demand the return of the DMUC Card if it reasonably believes that the DMUC Card has been misused.
- c. The University reserves the right to change the terms and conditions for the use of the DMUC Card and will publish these changes via the DMUC website.

3. Lost or Stolen Cards

- a. If a DMUC Card is lost or stolen, then the cardholder should immediately contact – Students: DMUC Student Services, Staff: HR
- b. A replacement DMUC Card can be applied for through an email request - Students: DMUC Student Services, Staff: contact HR. All replacement cards will be subject to the prepayment of a fee of US\$10.

4. Problem cards

If a cardholder is experiencing problems then the cardholder should immediately contact – Students: DMUC Student Services, Staff: HR. If the DMUC Card is deemed to be faulty as a result of misuse / damage then the replacement charge will be applied.

5. Leaving the University

Upon leaving the University the Card must be returned to - Students: DMUC Student Services, Staff: HR

6. Data Protection

The personal information collected for use within DMUC Card services will be processed by the University in accordance with the terms and conditions of its Data Protection Policies.