

## Request for CDS Database Access

CDS is a web-based database used to access and record information relating to St Vincent de Paul Society Canberra/Goulburn Companions. Access is restricted to authorised members, employees and volunteers of the St Vincent de Paul Society Canberra/Goulburn. The database enables the Society to meet its contractual obligations for Government funding and easily extract statistics for organisational reporting e.g. the Annual Report.

To access CDS you will need an internet connection e.g. Chrome or Safari and a username and password. Please complete this request form, including acceptance of the Conditions for CDS Database Use to obtain access.

### Conditions for CDS Database Use:

- CDS access is granted to individual Members, not to Conferences.
- Conference Presidents must endorse a Member's Application.
- Members must provide their name and a valid email address.
- Members must not disclose or share their login details with any other person.
- Passwords must meet the following minimum requirements:
  - Be a minimum of 8 characters long
  - Not include any part of the individual's name; and
  - Include at least 1 capital letter and 1 number or symbol.
- 2 Factor Authentication must be enabled – instructions available on [MemberConnect](#)
- If you forget your password or believe its security may have been breached, contact the Conference Support Team immediately on 02 6282 2722 or [conferences@vinnies-cg.org.au](mailto:conferences@vinnies-cg.org.au)
- CDS content is sensitive and confidential, it must only be used in support of official Society business and shared on a strict "need-to-know" basis.
- Members must follow the training instructions for use of the database.
- Members must only access data directly related to the visits of their Conference.
- Any changes to these conditions will be communicated to Members via email.

---

I understand and agree to the conditions for using the St Vincent de Paul Society Canberra/Goulburn CDS Database and understand that my access may be revoked should I breach them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best contact number: \_\_\_\_\_

As President of \_\_\_\_\_ Conference, I endorse this application.

Conference President Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to [conferences@vinnies-cg.org.au](mailto:conferences@vinnies-cg.org.au)

Or post to

St Vincent de Paul Society Canberra/Goulburn

Attn: Conference Support

PO Box 9091 Deakin ACT 2600