

# Network User Account Termination Policy

Policy Number:

Owner Department: Information Technology

Effective Date: February 24, 2011

Approved By: President's Council

## **I. POLICY TITLE**

Network User Account Termination Policy

## **II. POLICY STATEMENT**

SCNM limits access to network resources to active members of the campus community. The Information Technology department is responsible for disabling/deleting network accounts of terminated users and ensuring that access to that user's historic data is moved or archived.

## **III. POLICY STATUS**

New

## **IV. DEFINITION(S)**

None

## **V. PURPOSE**

The purpose of this policy is to ensure that Human Resources, the supervisor of an employee leaving SCNM or Student Services for student terminations notify Information Technology, so access to core IT resources can be revoked in a timely manner.

## **VI. SCOPE/KEY STAKEHOLDERS**

Stakeholders are defined as SCNM network users: Faculty, staff, and students

## **VII. POLICY ITEMS**

### **A. Normal Termination**

- a. The supervisor of a terminated employee must:
  1. Notify Human Resources (HR) of the separation on or before the employee's termination date.
  2. Request access to the departing employee's network files and/or E-mail messages
  3. HR will notify IT of the date and time of the termination and provide instructions for moving or archiving that individual's data.

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- b. IT will disable accounts within one business day of receiving proper notification or upon the date designated in HR's request.
- c. Accounts shall remain disabled for 30 days, at which time IT will permanently delete the account.
- d. SCNM alumni, working as Residents at the Medical Center, will retain their alumni-group email account for at least 6 months
- e. Student terminations are provided to IT via a written request to the Helpdesk.

### B. Immediate Termination

- a. The supervisor must notify HR and IT either via telephone or in person so network access can be revoked at once.
  
- b. The supervisor will provide instructions for moving or archiving that individual's data.

## VIII. RESPONSIBILITY FOR IMPLEMENTATION

- A. Supervisor of terminated employee
- B. Director Human Resources
- C. Student Services
- D. Network Administrator

## IX. APPROVAL BODY

President's Council

## X. DATE POLICY APPROVED

February 23, 2011

## XI. RELATED POLICIES

IT Acceptable Use Policy

## XII. RELATED DOCUMENTS

None

## XIII. DATE EFFECTIVE

February 24, 2011

## XIV. NEXT REVIEW DATE

As needed

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### **XV. VERSION CONTROL AND CHANGE HISTORY**

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/ February 23, 2011	February 24, 2011	
2			

### **XVI. POLICY OWNER**

Information Technology Department

### **XVII. POLICY AUTHOR/CONTACT**

Stan Zalewski/Director IT