POLICY ON IT ACCESS FOR LEAVERS v 1.4

Policy on IT Access for Leavers

The University of Strathclyde provides a wide variety of IT services to both staff and students for the purpose outlined in its University Policy on the Use of Computing Facilities and Resources. This states:

> "Computing facilities are provided for authorised users, solely for use in connection with the aims and purposes of the University."

Once a member of staff leaves the University or ceases to be a student of the University such facilities are automatically withdrawn.

1. Responsibilities of Staff Leavers

The University of Strathclyde requires all staff leavers to assist the University with its business continuity by taking certain steps in advance of their departure. Leavers should:

- Check that their address and personal contact details on PEGASUS are up to date as vital information such as their P45 will be posted to their home address;
- Liaise with their line management and colleagues with regard to any relevant information that they have stored on their personal storage (H drive) or email accounts to ensure that the information is moved to a suitable location. To allow for business continuity, where this does not happen the University has a policy Procedure for Accessing Personalised Electronic Storage Resources;
- Remove any personal information from their personal storage and email account;
- Print or save onto personally-owned devices any payslips and P60 documents that they could need in future for their personal records or confirmation of earnings for mortgage applications and tax returns etc;
- Redirect their email account to the University of Strathclyde email address nominated by their line manager/Head of Department or School/Director. This must be the email address of another member of staff or a role account belonging to the University of Strathclyde. Under no circumstances can a University email account of a leaver be redirected to a non-University account and the University reserves the right to immediately stop without warning any such redirection put in place; and
- Set up an "Out of the Office" message on their email stating they have left the University, giving a date of leaving and who the alternative University of Strathclyde contact is. This "Out of the Office" message should not contain any further information.

For legal reasons the staff member must:

- Return all University-owned IT equipment, including home desktops, monitors, mobile phones, laptops and tablets. In some circumstances the University may allow such equipment to be purchased by members of staff. Staff members should discuss this with their line management prior to leaving. Where such devices are purchased they should normally be reformatted or reset to factory settings;

- Remove all software licensed by the University from personally-owned devices including MS Office and Operating Systems;
- Return any information or data belonging to the University held on personal devices or on paper off campus; and
- Remove any information or data belonging to the University from personal devices.

Removal of Staff Accounts

Access to staff accounts will be withdrawn on the day they leave. The data will be retained for a six month period and then deleted.

Staff Retaining Access to Services after Leaving

It the leaver will retain some contact or role within the University after they leave, for example as an Emeritus Professor, a temporary IT Access Request can be submitted by their Department, School, or Directorate for a time limited basis of up to one year. If they are continuing to collaborate with colleagues on Sharepoint or My Place there is also an option for Limited Access Accounts through the IT Helpdesk or local Departmental/School IT staff.

It a staff member leaves and returns they will, whenever possible, get the same email address and login details as they had previously.

Student Leavers

Student email and personal storage services can be withdrawn as soon as the individual ceases to be a student of the University. However, in normal circumstances, such services are retained until 3-6 months after the student has completed their studies. The 'student' status of the account switches automatically to 'affiliated' 1 month after completion preventing the account access to software downloads or external library resources to ensure the University remains compliant with supplier licence agreements. Completed students are warned before accounts are deactivated.

If a student leaves and then returns to undertake a different course or postgraduate research they will, whenever possible, retain the same email address and login details for up to one year after the completion of their previous course.