Termination Procedure

Policy #:

Version #:

Approved By:

Effective Date:

Purpose:

The purpose is to implement procedures for quickly, securely and appropriately terminating access to sensitive information when the employment of a workforce member ends.

Scope:

This policy applies to <<Organization Name>> in its entirety, including all workforce members.

Policy:

People are the greatest threat to the security of any organization. It is thus important that any termination of a workforce member immediately results in both the Human Resources (HR) and the Information Technology (IT) departments coordinating their activities to ensure:

* Password access is immediately revoked
* Access to all systems and applications is revoked
* The workforce member is removed from any systems or applications that processed sensitive information
* All digital certificates are revoked
* Any tokens or smart cards issued to the workforce member are returned
* Any keys and IDs provided to the workforce member during their employment are returned
* The workforce member is not provided any access to their desk or office – any such access, if provided, must be limited and carefully supervised

HR must conduct an exit interview and document any issues or concerns related to the workforce member. (See HR Policies for further details)

Responsibilities:

The Security Officer is responsible for ensuring that all activities identified in this Termination Procedure document are followed through and implemented.

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per the HR XXXXX Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

* The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
* International Standards Organization (ISO 27002).

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