

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> INFORMATION TECHNOLOGY			<b>POLICY #:</b> IT-05
<b>POLICY:</b> Employee Exit – Information Technology			
<b>DATE:</b> OCT/03	<b>REV. DATE:</b> AUG/2013	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The County establishes the following procedures to promote a secure network computing environment upon employee termination.

**DEFINITIONS:**

**File Security Permissions**

Full network access rights to a file or folder - Modify, Read and Execute, List folder contents, Read and Write.

**PROCEDURE:**

When an individual's employment with the County of Renfrew is terminated, for any reason, Information Technology staff will adhere to the following procedures:

1. Upon notification of the termination by Human Resources, immediately disable the user's network and email accounts, including any remote access.
2. Grant full file security permissions to the users' department head for a period not exceeding 10 working days.
3. Notify the department head of their access to the files, instruct on how to move/copy/delete the files as necessary.
4. Upon the request of the department head, access may also be granted to the users' email account for a period not exceeding 10 working days.
5. After the 10-day period the user and email account (emails included) will be deleted by Information Technology staff.
6. After the 10-day period, any files remaining in the users' homespace and the homespace itself, will be deleted by Information Technology staff.