Cessation of employment: security considerations

This document applies to all full-time, part-time and casual staff of the University of Sydney, including staff on fixed term contracts and holders of Honorary, Adjunct or Clinical titles.

In this document, refer to the University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010 for the definition of Head - refer to HOS/HOA

Policy

To ensure the security of University buildings, computer and other facilities, it is the responsibility of the Head (and in turn the immediate supervisor) to instruct a staff member, leaving the University's employ, to remove access to relevant buildings, computers and facilities.

Procedures

A. For each staff member, leaving the University's employ, the Head is to take the following measures by no later than the final day of employment:
   - withdraw any access to computer networks by variations to the appropriate security programs to remove sign-on access and/or vary passwords available to that individual or groups of users. Notify relevant IT Officer as appropriate and removal from electronic mail directories.
   - delete computer or network accounts created for the departing individual, including transfer or archiving of any data or files contained therein
   - inspect computer hard disks to ensure that all critical files are backed up, transferred to another staff member or archived as appropriate
   - return (for destruction or re-use as appropriate) any identity cards, keys or security devices (building, computer terminal etc.), library borrowing cards, borrowed library books, transferable parking permit
   - check with the staff member whether they have a parking permit and, if they do, advising the University Security Office that the staff member is no longer employed by the University
   - check off and return of any University equipment issued personally to the staff member, including uniforms, computer equipment and software
   - return of charge cards including corporate cards and cabcharge cards
   - return of University vehicle keys, petrol card and other associated items

B. Where unusual circumstances exist, for example staff leave employment without notice or leave with some specific residual connections with the University, the measures described above should be amended as seems reasonable, with the appropriate approvals.

C. Routine reports of cessations of employment are to be generated from the HRMS and copied to Heads so that the relevant system administrators can check withdrawal of access to relevant computer systems.
1. Background/context
   This policy was created to protect the security of University assets.

2. Management responsibility
   Deputy Vice-Chancellor (Infrastructure)

3. Implementation responsibility
   Heads

4. Dates
   | Approval (version 1) | June 1994 |
   | Effect               | June 1994 |
   | Review              | 30/09/2005 |
   | Approval (version 2)| 30/11/2005 |
   | Effect              | 30/11/2005 |

5. Approval
   Current version  | Professor Ann Brewer  
                     | Acting Deputy Vice-Chancellor (Infrastructure)

6. Signatures
   ____________________________
   Approved by:
   Name
   Position
   Date
   Signature